Tirumala Tirupati Devasthanams

SRI PADMAVATHI WOMEN'S DEGREE &

PG COLLEGE, TTD (AUTONOMOUS), TIRUPATI

(Accredited with NAAC A+ Grade)

POLICY DOCUMENT

W.e.f. 2024-2025

SRI PADMAVATHI WOMEN'S DEGREE & PG COLLEGE, TTD(A)

186, L S NAGAR, NEAR PADMAVATI REST HOUSE, TTD, TIRUPATI

(Accredited with NAAC A+ Grade)

ESTABLISHED IN 1952, UGC RECOGNIZED UNDER SECTION 2(f) & 12B

E-mail: ttdspwdc@gmail.com

POLICY DOCUMENT BOOK

An Initiative of

INTERNAL QUALITY ASSURANCE CELL

PREFACE

A policy is a structured set of guidelines designed to guide decisions and achieve logical outcomes. It represents a statement of intent and is implemented through specific procedures or protocols. Typically adopted by a governance body within an organization, policies aid both subjective and objective decision-making processes. They establish a clear course of action for making current and future decisions.

Policies and procedures are documented to support governance, compliance and the seamless continuation of organizational processes. This policy manual acts as a reference for stakeholders, outlining operational procedures to achieve the institution's goals. The policies outlined in this manual take effect on the date of approval by the College Governing Board.

In the context of higher education, policies and procedures serve several key purposes. They foster a high level of understanding, cooperation, efficiency and unity among both teaching and non-teaching staff by promoting a systematic approach to our services. Additionally, they ensure uniformity for all stakeholders, guaranteeing that all policies are applied equitably.

General Disclaimer

The information in this Policy document is provided to help staff understand the College's policies, procedures, regulations and practices. Although the College is committed to the policies described, they are not considered terms or conditions of employment or services. The College reserves the right to modify, revoke, suspend or change any policies or procedures at any time, with or without prior notice, due to factors such as funding limitations or any other circumstances.

In the Service of Lord Venkateswara

Principal
(Dr.T.Narayanamma)

LIST OF POLICIES

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1. ADMISSION POLICY

Preamble:

Tirumala Tirupati Devasthanams has started Educational Institutions to serve the educational needs of the students of Tirupati and its surrounding area way back from 1945. The Sri Padmavathi Women's Degree & PG College established in 1952 is accredited with A^+ Grade by NAAC in the year 2022 and obtained autonomous status by UGC which has paved the way to enhance the quality, functionality and credibility of the college. Introduction of NEP 2020 has made the college to envision a unified education system which leads to quality conscious, just and vibrant knowledge society. To ensure the above, the colleges adopt innovative skills to integral part of the education system to gain the confidence, gratitude, credibility and respect of its stakeholders, especially students, alumni, parents and the society. It has become necessary to formulate a transparent Admission Policy and Procedures to enhance the individual and institutional responsibility and accountability to achieve credible excellence in higher education. The Admission Policy is based on the Educational policy of Government of Andhra Pradesh which endeavors to provide quality education to all youth with values and social commitment. The admission shall be open to all aspiring youth irrespective of caste, creed, linguistic, geographic and communal distinction.

Scope:

The policy and guidelines are applicable to prospective candidates seeking admission into various undergraduate programmes offered by the respective colleges leading to the award of degree.

Objectives:

- The Policy describes the procedures for student application and admission into various programmes of the colleges through a transparent and accountable on-line admission process (OAMDC) implemented by APSCHE, Govt. of AP.

- The Policy provides equal opportunities to all the students irrespective of caste, creed, region , gender, nationality, race, culture and religion as outlined in the admission policy of the state government.

- The Policy ensures the selection and admission of a student into the college as per rule of reservation of seats issued by the government from time to time.

- The Policy ensures admission is in effective and time bound way.

The Policy provides equal opportunities to all the students as outlined in the admission policy of the State Government.

Student Admission Policy:

- Admission Policy for an academic year comes into force after ratification and approval of College Governing Body.

- The admission procedure is monitored and processed through the Admission Committee constituted by the Principal as the Chairperson of the committee with Admission Co-ordinator and the faculty members representing Degree Honours Programmes.

- The candidates seeking admission into college should apply on-line through OAMDC portal by selecting the Programmes and college appropriately as per their eligibility.

- Admission of students into UG Programmes is limited upto the seats sanctioned by APSCHE / Affiliating University duly following the order of merit and rule of reservation.

- The students who have passed Intermediate Examination conducted by the Board of Intermediate Education, Govt. of Andhra Pradesh or an Examination recognised as equivalent thereto, are eligible for admission into the FIRST YEAR of four year Honours Degree Programmes.

- The candidates, who have passed the instant examinations conducted by the Board of Intermediate Examinations, Govt. Of Andhra Pradesh shall be considered for admission, provided the results are published before the closure of admissions for the respective year subject to the availability of seats in the eligible Programmes.

- The candidates, who have passed the qualifying examination compartmentally, are also eligible for admissions subject to the availability of seats after admitting all the candidates passed in FIRST ATTEMPT.

- The Rules of admissions issued by the State Govt. from time to time should be followed by the admission committee while making admissions.

- The candidates who discontinued their courses will be permitted to join into the same course on genuine and valid grounds within the stipulated period and by paying the requisite fee.

- The candidates who have passed the DCP/DCCP Examination conducted by the Board of Technical Education and Training, Govt., of Andhra Pradesh are eligible for admission into II Year B.Com Honours (General as well as Computer Applications) Degree course under lateral entry category over and above the sanctioned strength within the stipulated period and by paying the requisite fee. They will be awarded Honours Degree only on subject to the condition of clearing all requisite papers of first year.

- A student applying for admission into the College will be admitted only if he/she produces **original provisional pass certificate** issued by the Board of Intermediate Education, Andhra Pradesh or a certificate recognized by the University as equivalent thereto, and **Transfer Certificate** issued by the college / school last studied.

- A student, who studied elsewhere in Andhra Pradesh State and seeking admission in this College, has to produce a **Migration Certificate** from the University / Board in which he/she studied intermediate.

- Any student admitted in other college, shall not subsequently be admitted in this college without production of a Transfer Certificate from the Principal of the College where he/she had last studied.

Admission Procedure:

- Admission procedure is monitored by Academic Cell of the College.

- Allotment of seat to the candidate into a degree honors programme is done through OAMDC portal. The candidate will attend the college along with the allotment letter and necessary certificates.

- Admission shall only be made on the basis of marks obtained in the qualifying examination but not on the basis of the certificate that he/she passed the examination by following the rule of reservation.

- Verification of original marks lists and certificates should be strictly done at   the time of admissions to various courses by the admission committee.

- The Principal of the College is admission authority of a student in the college on the basis of scrutiny and verification of the application of student by the Admission Committee.

Eligibility Criteria:

The eligibility criteria for admission of students into UG programmes at the College shall be the same as those prescribed by the affiliating University. However, the College is free to prescribe appropriate criteria for admission to Certificate programmes after

receiving approval from its Academic Council. The eligibility criteria for UG Honours Programmes is

Programme	Specialization	Eligibility	Duration of Course (years)
B. A Honours	Special English, Special Telugu, Political Science, Social Work, History, Economics	Passed Board of Intermediate Examinations, Govt. of Andhra Pradesh or 10+2 or equivalent examination from a recognized board. Priority should be given to the students who studied Arts subjects in the qualifying examination, though all are eligible	4
B.Sc Honours	Computer Science, Mathematics. Statistics	Passed Board of Intermediate Examinations, Govt. of Andhra Pradesh or 10+2 or equivalent examination from a recognized board. Candidates should have studied Mathematics at the qualifying examination.	4
B.Sc Honours	Biochemistry, Chemistry, Physics, Electronics	Passed Board of Intermediate Examinations, Govt. of Andhra Pradesh or 10+2 or equivalent examination from a recognized board. Candidates should have studied Physics and Chemistry in the qualifying examination	4
B.Sc Honours	Psychology, Home Science, Geography	Passed Board of Intermediate Examinations, Govt. of Andhra Pradesh or 10+2 or equivalent examination from a recognized board. Priority should be given to the students who studied science subjects in the qualifying examination, though all are eligible	4
B.Sc Honours	Biotechnology, Zoology, Botany	Passed Board of Intermediate Examinations, Govt. of Andhra Pradesh or 10+2 or equivalent examination from a recognized board. Candidates should have studied Biology, Physics and Chemistry in the qualifying examination	4
B.Com Honours	General, Computer Applications	Passed Board of Intermediate Examinations, Govt. of Andhra Pradesh or 10+2 or equivalent examination from a recognized board. Priority should be given to the students who passed Commerce / Arts subjects in the qualifying examination, though all are eligible.	4

Fees Structure:

Fee Structure for the students admitted in above UG Programmes is decided by the Governing body of the college. It may differ from one academic year to another and also differ from Programme to programme. The admission fee will be mentioned in the allotment letter of the candidate which has to be collected from each student at the time of admission and deposited in the TTD EO's Account. The fee has to be paid through online Challan System "Academic Branch Fee" payable in UBI of College branch, immediately after admission or not later than 5 days from the date of Admission. Admission of a candidate in a particular Degree Honours Programme is confirmed only on payment of fee and production of fee Challan to the respective

Allotment of Hostel Seat:

Hostel seat will be allotted on merit to the students who are admitted into the college in first year of their Degree Honours Programme following the rule of reservation. As per the Proceedings Roc.No.D4/169/DEO/2010 dated 30-04-2010 hostel seat to the candidate will be allotted whose native place is more than 20 Km.

2. MENTORING POLICY

Mentoring Policy is contributing time, attention, insights and advice to help a mentee within an environment, where they have resources and sources to develop technically, intellectually and socially. It requires collaboration and works well when everyone is fully involved In its planning and implementation. To foster these relationships, educators often need special training in how to build strong, academic relationship. Mentees have individual needs so mentoring relationship should offer enough flexibility to suit each circumstance, while allowing the relationships to flourish within a defined structure. So the college has instituted a Mentor- Mentee system. This is an essential component for offering successful career of the students and strengthening their varied capabilities and builds an interpersonal relationship between the faculty and the student.

Mentor:

A Mentor is a trusted counselor, guide, or tutor and helps somebody with less expense over a period of time. Mentor is ready to invest in the mentee's personal growth and professional development.

Mentee:

A Mentee is someone who is being mentored or guided by a more experienced personal called as mentor is a specific area.

Mentoring involves coaching, guidance, training, motivation, knowledge, support and success.

<u>Mentor Mentee Mechanism</u>

- Faculty members (Mentors) will be assigned a group of 30 students from the same Department.
  The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study.

- Every Year, First Year students will be added to the mentors list in place of graduating students.

- A regular review of the effectiveness of the mentor – mentee mechanism and procedure and adjusting as and when necessary in response to the needs of those involved to be taken up.

Objectives:

The key objective of Mentor – Mentee Mechanism is to ensure students overall development and growth in academic as well as professional matters by fully exploiting the individual potential. Another objective is to be provide students with career and non- academic counseling. It is also to identify special talents, skills, slow learners. A Mentor should also generate curiosity and interest in academic and other institutional activities amongst the students.

Responsibilities of Mentor

- Conduct at least one meeting (online/offline) in a month. In total each mentor will spend at least 8 hours with mentees in a semester.

- Assess mentee's background, knowledge, skill, motivation, experience, hobbies, etc.

- Help to improve upon communication skills and shed hesitation.

- Counsel, guide and advice mentee to accomplish their goal in academic and career development.

- Help them solve their concerns with appropriate support and referral available.

- Encourage inquisitiveness and interest in academic, extracurricular and social works.

- Conduct discussions on socio-cultural aspect of the country to make good citizen.

- If situation demands contact   parent/guardians and provide the information about the achievements of their wards.

- Update them on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.

- Develop leadership quality, team work among mentee.

- Develop a long term relationship and keep in contact to see the effects of mentoring and the progression of the mentee.

- After completion of each session, submit the meeting records and a brief report to IQAC keeping the information and discussions with the mentees confidential.

- Identify the learning abilities of their mentees and suggest necessary action programs to the IQAC e.g. requirements of any skill development programs, career counselling sessions from professionals, preparation for various entrance examinations, etc.

- Reaching out to other colleagues to request to conduct special/remedial classes for slow learners in the group.

Responsibilities of Mentee

- Attend meetings regularly

- Be respectful towards everyone and the mentor

- Share details of her/his performances in academic, extra-curricular activities, etc with mentors

- Share his/her career plans and specific needs with mentor.

- Focus on the guidance or advice provided by the mentor.

Key responsibilities of a mentor in mentees academic career & personal attitude

- Maintaining Institute code of conduct – Punctuality, Dress code, etc.,

- Interpersonal skill development – Communication, Team activity, etc.,

- Counselling – Disciplinary issues

    Attendance

- Attendance monitoring

- Counselling – Attendance lag

    Academic Performance

- Assignment / Tutorial Submission

- CA & Improvement Test Performance

- End Semester Performance

- Remedial class arrangement for slow learners

- Counselling – Slow learners

    Professional Development

- Value added course completion - NPTEL, SWAYAM, etc.,

- Certification course completion - Domain specific

- Participation in Extracurricular activities - NCC, NSS, YRC, RRC, etc.,

- Participation in Cultural / Sports activities

- Involvement in PEP projects / Mini projects / Product development

- Professional membership registration

- **Internships Career Guidance**

- Counselling – Higher Studies, Placement, Entrepreneurship & Start-up

- Placement Training – Monitoring students' performance

- Higher studies – Training arrangement

- Alumni relationship establishment

Outcome of the Mentor-Mentee Program

To empower students through imparting skills for self-awareness, self-management, social awareness and relationship management

- Identification of the learning abilities of the students and requirements of special needs.

- Identification of slow and advanced learners and take appropriate steps.

- Proposal for augmenting curriculum as per the requirement of the students.

- Initiating new courses for career advancement of students based on student requirements.

- Modifications in the Teaching-learning pedagogies

Faculty and college responsibility towards Slow learners

Slow learners cannot be defined as poor achievers or suffering from any kind of illness. The slow learning may be because of social background, lesser exposure to society, academic facilities, field, hesitation to ask questions in the class, medium of instruction, previous knowledge of the subject due to different curriculum in state boards, etc. mentors can help mentees to overcome many of their problems. The following strategies of more may be adopted by the faculty to motivate and guide slow learners.

- Making provisions of easy lecture notes/study materials.

- Recording their lectures and providing the same to the students so that the students can listen to the class content at their pace.

- Arranging special classes in the form of remedial classes.

- Peer education strategies can be used by following buddy system or peer Mentors.

- Provide academic and personal counselling

- Encourage group learning activities.

- Encouraging the students to join or participate in Co-Curricular activities

- Teaching Learning through examples and case studies related to their social background.

- Encouraging students to be more inquisitive and to join the skill development courses

Faculty and college responsibility towards advanced learners

Advanced learners are those students who have better Intelligence Quotient and faster understanding of the subject. Such students require to be groomed beyond curriculum to explore their full potential.

- Providing extra facilities and academic input for better career growth.

- Encouragement to join research projects run by the college to inculcate research orientation.

- Encouragement to write and publish research/popular/review papers or book chapters under the guidance of faculty members.

- Encourage to read research papers and make presentations before the class.

- Encourage to participate in National/International Conferences, Seminar and workshop so that they can present their works as well as interact with renowned academician.

- Provide scholarships/Awards to acknowledge their efforts and to enhance their performance.

- Encourage to join Online Courses offered by Swayam or COURSERA or other platforms for enhancing the knowledge horizon.

DOCUMENTATION

List of Documents to Be Maintained

Following documents need to be maintained by the Mentor.
- Mentee profile
- Parent contact details
- Academic track record
- Counselling record
- Indiscipline compliance record
- Key activity/Achievements record

Review Pattern

Mentor has to present a report every semester to the Head of the Department and the same could be forwarded to the Head of the Institution. This report will highlight student performance in the due course of time and necessary action taken. In situations where students or parents do not respond to the mentor, the same will be reported to the Head of the Institution.

- Copy of circular pertaining to the students allotted to the Mentor.

- Approved Mentor List

- Allotment order for Mentor from the institution

- Minutes of the Meeting of the Mentor-Mentee Meeting.

3. ANTI-RAGGING POLICY

The College has a coherent and an effective anti-ragging policy in place which is based on the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" ["UGC Regulations"]. The UGC Regulations have been framed in view of the directions issued by the Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC Regulations shall apply *mutatis mutandis* to the College.

1. **Ragging constitutes one or more of the following acts**:

i. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;

ii. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

iii. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

iv. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

v. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

vi. any act of financial extortion or forceful expenditure burden put on a student by other students;

vii. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

viii Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;

x. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Measures:

a. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programs, etc. are satisfied.

b. The College strictly adheres to the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.

c. The Principal of the College directly supervises the Anti-ragging Committee.

d. The Anti-ragging Committee shall ensure strict vigilance on activities of students especially during the arrival of new batches in the beginning of the academic year.

e. Regular reports from the Anti-ragging Cell and Counsellors are submitted to the principal.

f. The class mentors will help to identify potential violators and students with stress, tension and other troubles and personally meet them, and if necessary, take the steps to have sessions with professional counsellors.

g. Special sessions are arranged for the newcomers in the first weeks of the academic year in order to prepare them for the socio-academic life in the campus.

h. The College identifies all vulnerable locations, and ensure a constant vigil and watch at such locations.

i. The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions

j. The anti- ragging policy of the College ensures the presence of teacher squads which take turns to maintain the customary discipline of the campus.

k. Special sessions should be conducted to sensitize the students and parents of the students about the rights and safety of the students.

Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted and headed by the Principal as Chairperson shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

•   Suspension from attending classes and academic privileges.

- Withholding / withdrawing scholarship / fellowship and other benefits.

- Debarring from appearing in any test / examination or other evaluation process.

- Withholding results.

- Debarring from undertaking any collaborative work or attending national or international conferences / symposia / meeting to present his/her research work.

- Suspension/ expulsion from the hostels and mess.

- Cancellation of admission.

- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

- In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

- The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

4. ATTENDANCE POLICY

Objectives of Attendance Committee

Regular attendance is mandatory to achieve the outcomes of the programmes of the institution. Regular attendance ensures high rate of success and higher marks. Attendance to the regular classes', laboratories and workshops and classroom seminars is obligatory. The student who fails to fulfil the attendance rules and regulations may not be permitted to appear the End Semester Examinations

1. Roles and Responsibilities of Attendance Committee

- Daily attendance is recorded by the faculty in the prescribed attendance registers.

- The respective faculty member has to submit the attendance of their wards at the end of every month within 2 days of the completion of the last lecture.

- The Principal and attendance committee chairperson should identify the defaulting Lecturers by the 3rd of the following month.

- Display of attendance at the end of every month on the notice board which in turn increases the responsibility of the student

- The students with poor attendance are to be identified and counselled and the same is informed to their parents from time to time

- At the end of the semester, percentage of attendance is calculated and list of the students with attendance percentage will be disclosed to the Principal

- List of the students whose attendance is poor will be disclosed to the Examination Cell to take necessary action

- The mentor in-charge should identify the genuine cases for condonation of attendance

- NCC officer NSS coordinator and Physical Education director should furnish the list of students who have attended to their respective programs to the Head of the departments in order to compile the total attendance.

2. Duties of Attendance Committee

- Promote Regular Attendance: The committee aims to encourage students to attend classes regularly by highlighting the importance of attendance in

academic performance and overall learning

- Implement Attendance Policies: The committee ensures the effective implementation of the college's attendance policies which may include minimum attendance requirements for students to be eligible to appear for examinations or to receive course credits.

- Interventions for Low Attendance: When students have consistently low attendance the committee intervenes to identify the root causes and provide appropriate counselling or guidance to improve attendance.

- Addressing Excused Absences: The committee reviews and manages excused absences due to valid reasons such as medical issues or emergencies ensuring that students are not unfairly penalized for genuine situations.

- Collaboration with Faculty: The committee collaborates with faculty members to ensure accurate recording of attendance and to address any concerns or challenges related to attendance management.

- Reporting to Authorities: The committee may report attendance data and statistics to the Principal as required for compliance and assessment purposes.

3. ATTENDANCE POLICY

% of Attendance	
Above 75	Nil
Between 70 to 74	Rs. 100/- per day

Note: Condonation up to 29 days per Course could be made at the discretion of the Principal in the following cases:

- Serious illness authenticated by a Doctor's Certificate and Medical Records submitted within 5 days of resuming college.

- Other serious reasons with validating documents acceptable to the Principal submitted within 5 days of resuming college.
- No condonation is possible if a student attendance for whatever reasons is below 29 days of the said courses.
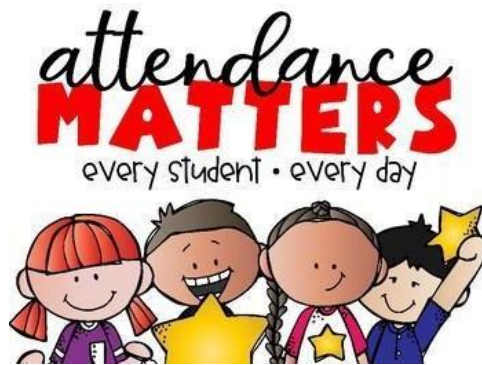
5. EXAMINATON POLICY

Preamble

Sri Padmavathi Women's Degree & PG College, TTDs, Tirupati got autonomous status from UGC in the academic year 2023-24. "Teaching and Learning" is the core function of the College, and it aims to cater to the diverse educational needs of marginal section and also to augment the students' capabilities and potentialities. College offers UG Programs. Academic policies, Evaluation patterns and procedures become the integral part of Examination system to set standards in achieving program outcomes. Academic & Examination policies from time to time are formulated and amended by Examination Committee by taking final approval from the Academic Council.

1. Short Title and Commencement:

The term "Evaluation" refers generally to the gathering, collating and interpretation of information related to the student's learning abilities, learning attainments, learning strengths and areas of learning that need addressing. In brief, an evaluation is an assessment of a student's performance in credits which will count towards the final grade achieved by the student in that course. Evaluation of student performance is established by the faculty through their respective Departments (or Programs), under the authority of Lecture In-charge/Ward in-Charge and Exam cell. The College recognizes the need for evaluation of student performance to adhere to college-wide standards to ensure fairness and consistency in practice.

The Examination Policy aims to explain the rationale and importance of assessment, enlist various patterns of assessments, schedules, post assessment procedures to publish the results and award the degree. The regulations listed under this head are common for all undergraduate and Post Graduate programs offered in the college based on the guidelines for implementation of Academic Autonomy at college level. Keeping the recommendations of the Examination Committee in view, the regulations are subjected to amendments made by the Academic Council of the college from time to time. Such amendments will be effective from the date decided by the Academic Council.

2. Examination System in Autonomous College:

The methodology for examination and evaluation of the programs run by this college is as under **Examination Cell (EC)** which is constituted as follows:

(i) Principal (Chairperson),

(ii) Controller of Examinations (COE),

(iii) Two Deputy Controller of Examinations (Dy COEs)

The members of EC shall meet at least twice during the academic year and at other times as and when necessary. For any meeting of EC, one-third members shall be the quorum.

2.1 The Powers and Duties of Examination Cell (EC):

- The EC shall ensure proper performance of the various duties in conducting examinations viz. preparing mid and end semester examination schedules, paper setting, time table preparation, assessment and declaration of results.

- The EC shall recommend examination reforms and shall implement them after the approval of Academic Council (AC).

- The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.

- The EC shall arrange for strict vigilance during the conduct of examinations in order to avoid use of unfair means/ malpractices by the students, faculty and invigilators.

- Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by the Chairperson. The EC (as and when required) deals with the complaints related to the conduct of examinations.

- The recommendations of the CRC shall be approved by the Chairperson and EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.

- The various formats shall be prepared by the EC for record keeping and monitoring all examination related activities.

- The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

- Controller of Examinations (COE) shall be assisted by the t w o Deputy Controllers of Examination (Dy COE) for carrying out all the examination activities

3. Assessment Pattern:

Assessment of the students' performance is made on the basis of the knowledge, skills and competencies for the course as defined in the curriculum. The assessment of students' performance in course work during and/or at the conclusion of a programme has to be done in the examinations.

The Regulations given below enable the Autonomous Colleges to achieve this goal and gain the confidence and respect of the stake holders, particularly students. Typically achievement- testing is done in two parts as follows, both of them being important in assessing a student's achievement.

Evaluation of UG & PG programmes is based on both **Continuous Internal Assessment (CIA)**, held twice in the course of the semester at pre-determined intervals and the **Semester End Examination (SEE)** held at the end of each Semester.

3.1 Continuous Internal Assessment (CIA): CIA has to be done by the course teacher all through the semester. This includes mid-term tests, weekly/ fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project, etc.

The Internal Assessment marks shall be awarded as per the academic regulations of an individual Programme. The Internal Assessment marks shall be submitted to the COE at the end of each academic session before the commencement of the SEE in the prescribed form or upload in specified link provided by the COE.

3.2 Semester End Examinations (SEE)

A comprehensive examination for each course, irrespective of the number of credits allotted to it, will be held at the end of each semester. SEE shall be conducted by the Examination Conduction Committee (ECC) at the end of a semester, on the dates fixed at the college level. This includes a written examination for theory courses and practical examination for laboratory/field courses.

The eligibility of a student to write the SEE is based on:

1. Minimum Attendance Requirement

2. Minimum CIA requirement

3. Payment of the prescribed examination fee for the Programme.

Being CIA and SEE equally important in judging the performance of students, they need to be conducted with equal rigour and seriousness. A student's performance in coursework shall be judged by considering the marks of both CIA and SEE.

3.3 Evaluation Pattern

- The CIA for 30 marks is conducted by the concerned Course teacher and SEE for 70 marks is conducted by the ECC.

- Minimum pass marks for CIA will be 40% out of 30 marks (i.e., 12 marks) and for SEE will be 40% out of 70 marks (i.e., 28 marks).

- CIA component for 30 marks shall be split in the following pattern.

Two Mid exams are conducted for each semester for UG students in order to make them ready to write semester end exam confidently.

The mid examinations are of descriptive in nature will be conducted for 50 marks each. However, the marks will be reduced to 15. The best of the two mid examinations will be reckoned in the final count.

Sl.No	Assessment pattern	Evaluation method		Marks Allotted
1 a	I Mid term	Conducted for 50 marks	Best of two Mid Term marks are to be proportionately reduced for 15 marks.	15
1 b	II Mid term	Conducted for 50 marks		
2	Seminar/Assignment	Submission of Records		05
3	Area Study Programme/ Study Project	Submission of Records		05
4	Attendance			5
Total				30

Students should write at least one CIA test in order to qualify to write the SEE.

There will be no provision for additional tests on grounds of absence. However, students who were unable to take tests on the specified test days due to participation in college sponsored activities like NCC, NSS, Sports and Games will be permitted to complete the course requirement before the commencement of the SEE. They should state the reasons for not taking the test in writing to the Head of the Department as well as to the course teacher. Permission to take the re-test should be obtained from the COE, a week before the internal examination schedule.

A student will be permitted to take the SEE only if she completes the CIA requirements of test / assignments / seminars / project work, etc. However, on special grounds they are allowed on next academic year by paying due fine prescribed by the COE.

3.4 Paper Setters and Examiners:

The Question papers shall be set by the External Examiner for 70 Marks s as per the Choice Based Credit System (CBCS).

- Every precaution is taken to set the question paper correctly and to maintain the confidentiality. Each paper setter is supplied with the approved syllabus, model question paper and blue print. The paper setter is requested to send two sets of Question Papers for each course and a soft copy of the scheme of valuation to the Examination Cell and also is directed not to mention the name of the college on the question paper.

- The paper setting of SEE shall be done by the external faculty who is teaching the course. A panel of subject experts from outside the college shall be prepared for this purpose by the BOS. This step is necessary for gaining the confidence of the parent University and also of the society at large, on the fairness and transparency in the system.

- The remuneration for paper setting is to be proposed by the Finance Committee.

4. Examination Fee:

The COE will release the notification regarding the Examination fee structure for SEE. The examination fee structure will be discussed and decided in the Academic Council Meeting.

5. Moderation of Question Papers and Model Answers:

Moderation is the process by which the Institution ensures the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. It also ensures that weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the BOS, thereby ensuring fairness, accuracy and consistency in conducting and the announcement of results. With this intention, the moderation committee has to be constituted from the Academic Year 2024-25.

5.1 Moderation Committee:

5.1.1. Constitution of the Committee: The Chairperson of the Examinations Cell shall appoint "Moderation Committee" for the purpose of moderation of question papers of the Semester End Examinations submitted by various paper setters.

5.1.2. Composition of the Committee: The Moderation Committee shall consist of the Principal as Chairperson; the Academic Coordinator, the Chairperson of the concerned Board of Studies as Members and the COE as Member Secretary.

5.1.3. Functions of the Committee: The moderation committee shall:

- Ensure that the questions are within the syllabus and framed in an intelligible manner.
- Ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- Ensure that the questions contains no ambiguity and the wording of each question is precise, definite and easily understandable
- Ensure that the rubric for the question paper conforms to the scheme of evaluation submitted by the paper setters.
- Ensure that the scheme of evaluation is sufficiently flexible and detailed
- Ensure that there is no spelling mistakes or other errors in the question paper.

In case, the moderation done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairperson, Examination Cell, who shall have the power to change the paper setter, if necessary. After moderation, the question papers and other material shall be sealed intact in the presence of all members.

5.1.4. Prohibitions and Security Requirements:

As the Moderation Committees' work is confidential in nature, members must meet certain security requirements.

- They must take all necessary measures to ensure the security and confidentiality of the examination papers and other material.
- The members must not disclose their appointment to any unauthorized person. The members must not carry mobile phones or any other communicative gadgets where the moderation committee meeting takes place.
- Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

5.2. Grace Marks: Provision of Grace Marks for moderation necessarily be maintained, if any candidate fails with one mark in any one paper, one mark may be added as Grace Mark to declare a candidate pass in that paper by subtracting one mark from the other paper, if there is any excess marks over and above in any other paper.

6.   Conduction of Examinations:

6.1 Semester End Examinations for theory papers

COE and the ECC shall be responsible for smooth and proper conduct of examination in the College. COE shall -

- Give the directions to Examination Conduction Committee (ECC) Coordinator for the smooth conduct of examination.
- Prepare the master plan for seating arrangement by considering the total number of students appearing for the examination and seating arrangement available in the college.
- Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and ECC.
- Receive the requirements of answer books, supplements, graph papers and other material from ECC and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
- Receive the cases of misbehavior, malpractices, copying cases from ECC for taking further necessary action.
- Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- Seating arrangement shall be made centrally as per the master plan.
- The COE shall appoint staff for examination as per requirement.
- There shall be one invigilator for 25- 35 (maximum up to40) students subject to maximum two per room.
- Reliever: One reliever per five class rooms subject to maximum of two.
- Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.
- Depending on the need and availability, COE may change the number of staff for conducting examination.

- On each day of examination, COE shall hand over required number of packets of question papers to the Chief Superintendent/of ECC at least one hour before the commencement of examination. Prior to opening, however, Chief Superintendent of ECC shall sign on all the packets indicating the date and time of opening the packets. They shall then take out the required number of question papers from the packets.

- COE shall hand over the required material to the ECC and in turn the ECC will conduct the examination as per the existing rules.

- The invigilators shall follow the "Guidelines/Instructions to the Invigilators" of the college.

- The ECC shall monitor by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.

- ECC shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to COE for taking necessary action.

- After receiving the answer books from ECC, the Dy COE(Deputy Controller of Examinations) shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.

- Dy COE shall direct the sealing assistant to bundle the answer books of each course separately along with two copies of question papers, copies of attendance sheet. Thereafter, he/she shall handover all packets to the COE In-charge of assessment on the same day or on the next day. He/she shall maintain the record of all such packets of answer books.

- Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to Dy COE for further action.

- COE shall prepare the bill for remunerations of the staff involved in SEE as per rules.

- Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within 10 days.

6.2 Semester End Examination for Laboratory/Field Courses

SEE for Laboratory/Field courses shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of the Chairperson of the Examination Cell. ECC shall act as coordinator for conducting practical examinations.

- ECC /HOD of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of their respective department. However, HOD shall take the services of staff of his/her Department for this purpose.

- ECC in consultation with HOD and COE shall prepare detailed timetable (batch-wise) for practicals for Laboratory/Field course of the concerned department.

- The HOD shall submit the schedule and final list of examiners for all practical/field examinations to Examination Cell. Based on the list of examiners received from the HOD, COE shall issue the appointment orders.

- For external evaluation of UG project and PG project in practicals, external examiner outside the college is mandatory.

- Appointments of the external examiners for SEE of Practicals/Field courses shall be done only for even semesters for UG Courses. Whereas, for PG Courses external examiners are appointed for both odd and even semesters from the list of Examiners recommended by BOS of the respective departments

- HOD of the concerned department shall send the required panels of external examiners for UG and PG projects to the EC. The appointment orders of internal and external examiner shall be issued by COE.

- HOD of the concerned department shall arrange internal staff for Practicals/Field course examination and forward the copy of the same to the COE.

- Internal examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting laboratory/ field course examination for which their appointment is made.

- After the practical examination, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to the COE on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

6.3 Assessment of Self-Study Course, Internship, Employability Skills and Projects:

- Evaluation of Practicals, Self-Study Courses, Internships, Employability Skills and Projects shall be conducted as per the schedule approved by EC.

- The student is evaluated for his/her self-study course or project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.

6.4. Appointment of the External Examiners for SEE of Projects/ Internships:

Appointment of the external examiners for semester end evaluation of Projects/ Internships shall be issued by COE based on the recommendations from BOS. ECC shall prepare detailed timetable (batch-wise/student-wise) for the Project/ Internship examination.

6.5. Scribes for Differently Abled Candidates

Students who are identified with disability should submit a written request to the convener of ECC three weeks before the commencement of SEE for scribe assistance. The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person on production of Disability Certificate from the concerned Government Physician. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

7. Attendance Requirement:

Attendance in all the components is compulsory, while pursuing studies in any Semester.

- Candidate shall be eligible to appear for SEE if she acquires a minimum of 75% attendance in aggregate in all the subjects during a semester.

- No consideration in attendance will be given to any student.

- Condonation of shortage of attendance may be recommended provided a student puts in at least 50% attendance in all the papers put together and the Principal is satisfied with the reason for shortage of attendance.

7.1 Attendance and Condonation Rules:

% of Attendance	Fine
Above 75	Nil
Between 70 to 74	Rs 100/- per day
Between 60 to 65	Rs 100/- per day with Medical Certificate from Asst. Civil Servant
Between 50 to 59	Rs 200/- per day with Medical Certificate from Asst. Civil Servant
Below 50	Detained

- A student, who could not satisfy these requirements of attendance as given in clauses above, shall have to repeat that semester.

- Further a student is required to complete the course of study satisfying the attendance requirements in all the six semesters within a period of first twelve semesters from the time of admission, failing which he/she shall forfeit her seat.

8. **Malpractices and Misconduct in Examinations**

Malpractice is an illegal act committed by a student alone or in collaboration with others like fellow students, parents, teachers, supervisors, invigilators ect., during or after examination in order to obtain undeserved marks or grades.

The general types of malpractice attempted by a student are:

- The copying at an examination from any book, notes, answer book of some other candidate are from any other source.

- Receiving help from another candidate or person or the giving of any help to another candidate.

- Use of any other unfair means aimed at influencing the results of the examination.
  Misconduct during examination is the action of the student which leads to the disruption of examination hall environment. The general types of actions which define as misconduct of students are:

a) Refusal to obey the orders of the Chief Superintendent/Asst.Superintendent/ Invigilator/any other functionary on duty or misbehavior or causing disturbance of any kind in and around the examination hall.

b) Abusing or insulting the Chief Superintendent, Invigilator or other examination functionaries.

c) Ant act which amounts to the use of unfair means or having the tendency to disrupt the orderly conduct of the examinations.

d) Engages in any other activities which, in the opinion of the Chief Superintendent of the examinations, amounts to misconduct.

8.1. Procedure to be followed in instances of Malpractices or Misconduct:

- A student found involving or involved in malpractice or guilty of misconduct in an examination shall not be permitted by the chief superintendent to write the remaining part of the examination unless the candidate tenders an unconditional written apology at the spot.

- The chief superintendent shall send a report to the COE detailing t6he malpractice supported by documentary and other evidence available.

- At the enquiry the student shall be given a reasonable opportunity to defend the charge against her.

- If the malpractice or misconduct is held as proved, one or more of the punishments in the following table may be suggested to be imposed on the candidate by considering the gravity of the malpractice or misconduct.

- A register of the malpractice should be maintained by the Examination Cell.

8.2. Punishment Imposed on a Student for Malpractice or Misconduct during the Examination.

S No.	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material.	Annulment of the performance of the candidate at the examination in full.
2	Actual copying from the copying material.	Exclusion of the candidate from examination and for one additional examination.
3	Possession of another student's answer book.	Exclusion of the candidate from examination and for one additional examination (Both the candidates).
4	Possession of another student's answer book and actual evidence of copying from that answer book.	Exclusion of the candidates from examination and for two additional examinations (Both the candidates).
5	Mutual/mass copying.	Exclusion of the candidates from examination and for two additional examinations.
6	Smuggling-out or smuggling-in the answer book.	Exclusion of the candidate from examination and for two additional examinations.
7	Smuggling-in of the written answer book.	Exclusion of the candidate from examination and for three additional examinations.
8	Smuggling-in of the written answer book forging signature of the invigilator on the answer book.	Exclusion of the candidate from examination and for four additional examinations.
9	Impersonation at the examination .	Exclusion of the candidate from examination and for five additional examinations.
10	Revealing the identity in any form in the answer written or in any other part of the answer book by the student.	Annulment of the performance of the candidate at the examination in full.

11	Found having written on palms or on the body or on the cloths while in examination.	Annulment of the performance of the candidate at the examination in full.
12	All other malpractices not covered in the aforesaid categories .	Annulment of the performance of the candidate at the examination in full and severe punishment depending on the gravity of the offence.

8.3. Malpractices by the Functionaries in relation to an examination and the Punishment to be imposed:

S NO.	Nature of Malpractice	Quantum of Punishment
1	Functionaries found responsible for leakage of the questions paper.	Disqualification from any examination work and disciplinary action by the Chief COE by imposing fine not exceeding Rs 1000/-.
2	Favouring the candidate by the examiner by showing negligence in reporting the malpractice	
3	Invigilator's negligence in reporting the mass copying.	Permanent disqualification from any examination work and befitting disciplinary action by the Chief COE by imposing fine not exceeding Rs 1000/-.

8.4. Squad in Examinations:

To ensure the integrity of the examinations, the Examination Cell has to set up a Squad Team comprising of three senior lecturers. The Squad team is empowered to physically check any candidate suspected of using unfair means.

8.4.1. Duties and Responsibilities of Squad:

1. The Squad members shall be appointed by the COE.

2. The Squad team shall visit each of the Examination rooms every day of the examination.

3. The Squad team is empowered to physically check any candidate suspected of using unfair means. In case the squad chief is a male then the assistance of a lady invigilator may be taken to check a lady candidate. If the squad chief is a female, a male invigilator would be asked to check a male candidate.

4. The Squad team should ascertain that the security measures are adequate.

5. In case of any malpractice, the Squad team is empowered to seize the Admit Card and the answer booklet of the candidate and to hand over the same to the invigilator for further necessary action.

6. The Squad team shall report any discrepancies/malpractices observed to the COE.

9. Semester End Examination Result

Results shall be declared after 20 days from the date of the last examination. After all grievances are addressed, the final result will be declared by COE.

9.1 Pass Mark Regulations:

In CBCS system, 10 point scale evaluation is followed. Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.

(a) Passing minimum for end of semester exam for UG courses will be 40% out of 70 marks (i.e.,28 marks). Passing minimum for Internal Examination will be 40% out of 30 marks (i.e., 12 marks).

(b) Courses with Practical / Field trip/Study project): Practicals are being conducted for

100 marks split between odd and even semesters for 50 marks each. Out of 50 marks, 40 marks are to be awarded for experiments/job works and 5 marks for record and 5for viva- voce examination.

9.2 Supplementary Examinations:

No supplementary examinations as per UGC guidelines.

9.3 Instant Examinations:

(a) Instant examinations are conducted only for the Final Year regular outgoing students immediately after declaration of final results.

(b) If any student fails in any of two papers of any semester are permitted to appear for instant examinations.

(c) Instant examinations will be scheduled within 15 days after declaration of final year results.

10 Credits Required for Award of Degree:

10.1 For UG Courses:

A student shall become eligible for the award of U.G degree, if he/she earns a **minimum of 160** credits for BA, B Com and BSc by passing all the core and electives along with Practicals, Field study, comprehensive viva- voce prescribed for the programme.

10.2 Additional Credits for Certificate/Diploma/Advanced Diploma/Online Courses

S. No.	Particulars	Duration of Course in Days	Credits
1	Certificate/Diploma/Advanced Diploma/Online courses	30	2
		60	4
		120	8
		150	10

It is resolved by Board of Studies of all departments unanimously to award extra credits to the students for completing Certificate/Diploma/Advanced Diploma/Online courses offered by the college.

11. Grading and Grade Points

. **Grade Point**: It is a numerical weight allotted to each letter grade on a 10-point scale

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Semester Grade Point Average (SGPA): It is a measure of student's performance in a semester.

Cumulative Grade Point Average (CGPA): It is a measure of overall performance of a student over all semesters.

11.1 Letter Grades and Grade Points:

A 10-point grading system with the letter grades are as given below:

Grades and Grade Points

Letter Grade	Range of Marks	Grade Point
O (Outstanding)	91 - 100	10
A+(Excellent)	81 – 90	9
A(Very Good)	71 – 80	8
B+(Good)	61 - 70	7
B(Above Average)	51 - 60	6
C(Average)	41 - 50	5
P (Pass)	40	4
F(Fail)	<40	-
Ab (Absent)	-	-

A student obtaining Grade F shall be considered as fail and shall be required to reappear for the Semester End Examination

11.2. Computation of SGPA and CGPA

SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses and the sum of the number of credits of all the courses in the semester.

$$\textbf{SGPA } (S_i) = \sum_{i=1}^{N}(C_i \times G_i) / \sum_{i=1}^{N} C_i$$

Where, C_i is the number of credits of the ith course, G_i is the grade point scored in the ith course and N is the number of courses in the semester.

The CGPA is also calculated in the same manner taking into account all the courses taken over all the semesters of the Programme.

$$\textbf{CGPA} = \sum_{i=1}^{M}(C_i \times S_i) / \sum_{i=1}^{M} C_i$$

Where S_i is the SGPA of the Ith semester, C_i is the total number of credits in that semester and M is the number of semesters.

SGPA and CGPA shall be rounded off to two decimal points.

12. Grievances in Examinations

The examination system of the College shall also provide for mechanism to redress/resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned candidate. All such matters shall be resolved subject to the College/Parent University rules and regulations.

12.1. Photocopy of Answer Script(s)

After declaration of the results, if any candidate wishes to apply for Photocopy of theory answer script (subject to a maximum of 3 scripts), she shall apply to the COE by paying the prescribed fee notified by the college from time to time within 10 days from the date of announcement of results.

12.2. Re-evaluation

1. Re-evaluation is applicable only for theory papers and shall not be entertained for practicals/field courses.

2. The application for re-evaluation shall be submitted by the student to the Controller of Examinations through the HOD of the concerned department.Every application for re-evaluation should be submitted by the candidate in the prescribed form along with the prescribed fee receipt to the COE.

3. Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied

   - Finds that any answer(s) that has/have not been evaluated.
   - Finds that the answer valuation in full or part is not justified and there is reasonable ground for re-evaluation

4. The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of maximum marks between the first valuation and re-evaluation, the average of the original and re-evaluated marks shall be awarded to the candidate. Otherwise the candidate is entitled to the marks advantageous to her.

5. The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.

   In all cases of re-evaluation, fee once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any aspect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the college shall take steps to get the answer scripts re-evaluated.

   The result of the revaluation shall ordinarily be made known to the student through the HOD of the Department within 2 months of the last date of receipt of applications by the Office of the COE. No interim enquiries of any kind will be entertained in this regard.

13. Post-Evaluation Custody and Disposal of Answer Scripts

   a. The evaluated Answer-scripts shall be preserved safely for a period of at least five years from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

b. Appropriate staff shall be assigned the responsibility of safe-keeping of the answer scripts till they are approved by the Principal after public notice for safe disposal.

c. Records of all such bundles are maintained in appropriate computer database/ register for easy retrieval at a later stage if necessary.

d. Answer scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.

e. The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

14. Amendments of Regulation

The COE may amend the regulations and scheme of examinations whenever necessary.

Exam Hall
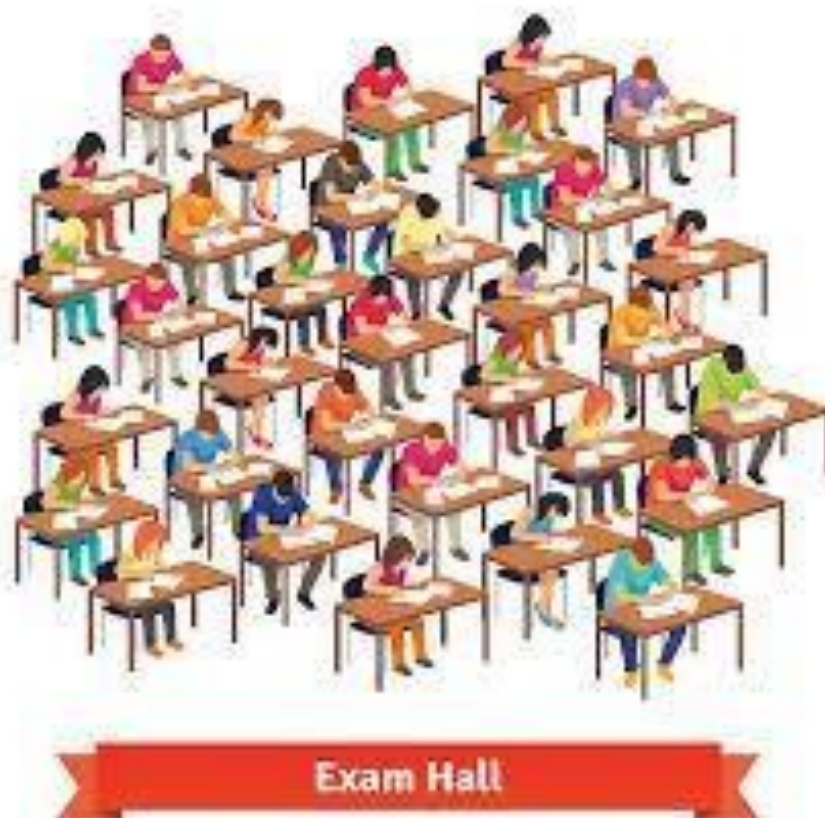
6. FINANCE POLICY

The finance policy is evolved by the institution for optimum use of resources for the achievement of various objectives of the institution in accordance with the Vision and Mission of the institution.

Objectives of the Finance Policy

1. To manage the financial resources prudently and effectively.
2. To maintain Honesty and transparency in all aspects of financial management and financial reporting.
3. To comply with the legal requirements of various Acts.
4. To ensure proper Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
5. To present report to the statutory bodies.
6. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
7. To deliver maximum benefits at minimal cost.

Constitution of Three committees to achieve the objectives of the finance policy is

- Finance Committee,
- Purchase Committee
- Internal Audit Committee

These committees will work with mutual coordination under the supervision and guidance of the Principal of the college.

FINANCE COMMITTEE

Composition of Finance Committee:

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. One senior-most lecturer of the college preferably from commerce to be nominated in rotation by the Principal for two years.
4. Finance officer or / officer in-charge of the finance and Accounts of the autonomous college (Member Secretary)

5. Two Senior Faculty members of the college (Members).

Term: Term of the Finance Committee will be three years.

Meetings: The Finance Committee will meet at least once in every six months. Quorum Attendance of 1/2 of its total strength is considered the quorum for the meeting.

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

(a) Budget estimates relating to the grant received/receivable from UGC and Income from fees, etc. collected for the activities to undertake the scheme of autonomy; and

(b) Audited accounts for the above.

The role of the Finance Committee is primarily to provide financial oversight for the institution and to discuss the finalization of the budget proposals submitted by various departments and to ensure proper utilization of funds. Finance committee recommends the Governing Body for the sanction of Budget for every academic year. The duties of a Finance Committee will normally include responsibility for monitoring the institution's budget and a requirement to take corrective action to address issues such as potential overspending arising during the year. It also serves as an advisory team, which would offer sagacious suggestions to the Governing Body to use the funds with discretion.

The Finance Committee shall act as an advisory body to the Governing Body, to oversee:

- Budget estimates relating to the grant received/receivable from UGC, Government, Non-Government sources and from fees etc., collected from students to undertake the scheme of autonomy and audited accounts for the above.

- Fixation/revision of fees and other charges payable by the students.

- Scrutinizing and recommending the financial proposals for expenses made by other committees with or without modification for approval by the Governing Body.

- Necessary formalities to be observed in incurring expenses

- The bills placed for payment

- The consideration of proposals for enhancement of wage/allowance or engagement of temporary staff

- The finance Committee will monitor the allocation of funds related to meet general, additional and special needs such as:
  a) Orientation and re-training or refresher courses for lecturers
  b) Re-designing courses and development of teaching / learning material
  c) Organizing Workshop and seminars
  d) Minor and Major Research Projects
  e) Examination reforms

f) Office equipment, teaching aids and laboratory equipment

g) Furniture for office, classrooms, library and laboratories

h) Library equipment, books / journals

i) Expenditure on meetings of the Governing body and Committees

j) Renovation and repair not leading to construction of a new building

k) Extension activities – games and sports, cultural activities, NCC. NSS Red Cross activities etc.

l) Student Projects, field trips and industrial tours

m) Student council activities

Other Standard Tenets

- The committee may prepare a draft plan for budget estimations to be presented for further processing which are submitted by the relevant bodies.

- If any member comes up with an innovative proposal, he/she may be advised to prepare a full-stretch document of the project put forward by Research Committee with projected financial commitment with relevant documents failing which such open suggestions can deferred to the next meeting by requesting the members to be more focused in their approach.

- The deliberations are strictly confidential and shall be confined to in-house circulation, and if any member is found leaking the information to external agencies, the matter shall be reported for correctional administration i.e. The Principal of the College.

PURCHASE COMMITTEE

Purchase Committee (PC) is a group of designated staff established for independent review and evaluation of purchasing documentation whose main objective is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references, credentials etc. Purchase Committee (PC) is established with the responsibility for the successful outcome of the evaluation process under the guidance of the Principal.

Composition of Purchase Committee

1. The Principal

2. Senior faculty – two members from Sciences stream

3. Senior faculty – two members from Arts and Commerce streams

4. Officer in-charge of the finance and Accounts of the autonomous college

Objectives:

- To ensure that equipment / accessories is procured through standard procedure in major & minor purchases of the institution like stationery, examination material etc...
- To prepare the annual procurement plan of the institution.
- To provide support to the department HODs and Faculty members for procurement of goods / services in efficient, economic and transparent manner.
- To support the Finance Committee to allocate the required fund and its judicious utilization.

Meetings

The Purchase Committee shall meet as and when needed.

Tenure: Tenure of the Purchase Committee shall normally be three years. The Principal, if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure for another three years.

7. CODE OF CONDUCT

The college has a prescribed code of conduct for the students, teachers and other staff and proposes to conduct periodic programmes in this regard.This policy is the general guiding framework for co working, and co - existence on the campus, and in all areas of activity of the college . It applies to all stakeholders, and other appropriate persons concerned with the university

STUDENTS' CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.30 a.m. to 5 p.m.

3. The college will begin with a prayer song in the college assembly ground. The students shall stand in attention till the prayer ends followed by National Anthem. Those who are standing outside the classroom are also expected to follow this.

4. All the students are expected to be present in the class well -within time and late coming will result in loss of attendance for the corresponding hour.

5. Students shall rise from their seats when the teacher enters the class room and shall be greeted with "Om Namo Venkatesaya". Silence shall be observed during class hours.

6. No student shall enter or leave the class room when the session is on without the permission of the concerned teacher.

7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.

8. Students can leave the campus during class hours only after getting a gate pass from the Principal, HOD, or the mentor and after making entry in the Gate Register maintained by the gate keeper.

9. All students shall leave the classes immediately after 5 p.m. No students shall wander or gather in veranda, corridor, and staircase etc. Do not spend much time in canteen etc...

10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

11. Students shall come to the college in approved uniforms. Besides those who are in laboratories shall wear their respective lab-coat.

12. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it.

13. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, loitering etc. will be treated as an instance of indiscipline.

14. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.

15. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.

16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.

17. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property.

18. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.

19. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

20. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.

21. Political activity in any form is not permitted in the College campus.

22. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

23. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

24. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

25. Mobile Phone Policy: The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

   • Students are not permitted to use mobile phones within the campus.

   • Students who are staying in college hostels should not bring the mobile phones to the college.

   • Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 9.30 AM and can collect the same after 5 PM.

   • The mobile phones shall be kept in silent mode while depositing in the designated place.

   • All the staff members are empowered to confiscate mobile phones found with students violating the above rules. Mobile phones will be returned to the students only after the completion of their course.

CODE OF CONDUCT FOR TEACHERS

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

2. Manage their private affairs in a manner consistent with the dignity of the profession;

3. Seek to make professional growth continuous through study and research;

4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge

5. Maintain active membership of professional organizations and strive to improve education and profession through them;

6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting

   the conduct of university and college examinations, including supervision, invigilation and evaluation; and

8. Participate in extension, co-curricular and extra-curricular activities including community service.

8. CURRICULUM ENRICHMENT POLICY

Our Institution integrates Cross-cutting issues of the society like Environmental Awareness, Human Values, Professional Ethics, Moral and Ethical Values which are inseparable part of the our curriculum.

Curriculum Design and Development:

- Strengthening Board of Studies with inclusion of more experts and industry representations.

- Comparing our curriculum with best colleges/institutes in India and abroad.

- Skill enhancement Courses in the curriculum which will enhance experiential learning

- Promotion of project based learning and field studies for all programs

Teaching- Learning:

- Adherence to the Academic Calendar

- Daily Record of teaching-learning activities

- Practise Outcome Based Education with more emphasis on course outcome and programme specific outcomes.

- Use of different pedagogies for teaching- models/charts/posters

- Innovative teaching methods based on drama/ one act play to explain and understand concepts.

- Use of ICT in teaching with special reference to use of e-resources.

- Use of you tube videos created by our teachers

- Promotion of online teaching through Microsoft Teams and evolve it as a teaching-learning model

Learning Beyond the Curriculum:

- Learning beyond the curriculum through curriculum enrichment value added courses for acquiring extra skill sets.

- Enhancing learning through hands-on training for undergraduate and post graduate students.

- Regular interactions with subject experts/ scientists from national/ International Institutes to enhance the knowledge base of teachers and students

- Training by industry experts for technology upgradation and adding technical skills for students and teachers

- Promote learning in transdisciplinary areas and add skill sets for overall development of students

- Participation on seminars/ conferences/ competitions at national level to provide better exposure to our students

Environmental Awareness:

Environment awareness is inculcated in students. Environment study is a part of the curriculum of the institution. Environment day is celebrated with enthusiasm. NSS students along with other college students participate in tree plantation and cleanliness programs. We make student aware about the importance of preserving the environment.

Human rights:

Human rights are the basic rights enjoyed by all. We at institute make sure that no violation human rights takes place. We celebrate 10th December as 'Human Rights Day' to spread awareness of Human Rights and motive everyone to make the proper use of basic rights.

Professional ethics:

Professional ethics are taught to students as part of their holistic development.

Importance for group work and imbibing leadership is being taught.

Moral ethical and spiritual values:

Moral and ethical values are integral part of education of the students. Out teachers put their best efforts to groom students and make them responsible citizen. We celebrate day of Nation importance which imbibes the nation values in the students. Independence day, Republic day, Gandhi Jayanti, Teacher`s day, Voters Awareness Day, International Yoga Day, World Environment Day, Youth Day etc.
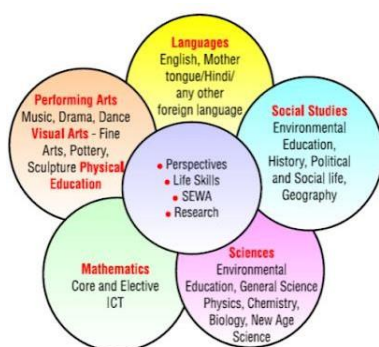
9. CO-CURRICULAR ACTIVITIES POLICY

Co-curricular activities are essential part of educational institutions. College life and help in enhancing the learning process of students at college. Co-curricular activities are the components of the non-academic curriculum helps to various facets of the personality of the student as well as strengthen the classroom learning. These activities are very important part of educational institutions for every student to participate. These are designed and balanced with the academic curriculum, so that the student gets to learn beyond subjects. Some marks are allotted to students in internal assessment for Co- curricular activities.

Aims:

Co-curricular Activities are to bring Social Skills, Intellectual Skills, Moral Values, Personality Progress and character appeal in students.

Objectives:

- To demonstrate their non-academic abilities
- To develop learning experience
- To develop better understanding about concepts
- To bring social skills, intellectual skills & moral values.
- To develop observation skills
- To develop physical & mental health
- To improve their spiritual & ethical values
- To get a sense of adjustments, responsibility & confidence in the personality progress
- To develop values and skills
- To provide better educational opportunities
- To introduce students to the world of revision work

Indoor co-curricular activities:

- Science clubs
- Mathematics club
- Commerce club
- Science fairs/Exhibitions
- Science projects
- Language Days
- Debate
- group discussions
- Quiz

- Story Writing

- Essay writing/ Elocution competitions

- Writes ups for college magazine

- Preparation of charts and models

- Extension lectures by experts

- Cottage industries

Outdoor co-curricular activities:

- Field Trips

- Educational Tours

- Historical Tours

- Celebration of National festivals

- Photography

- Album Making

- Visit to villages and do survey

- Visit to banks & stock exchanges

- Excursions

- Visit to Post Office

- Visit to industrial sites

Finance requirements:

1. Financial resources are to be granted for the training of the students in various co- curricular activities.

2. Earmarking the fees for co-curricular Activities in the fees structure.

10. EXTRACURRICULAR ACTIVITIES POLICY

Extra-curricular activities are activities that take place outside of the regular academic curriculum and chosen by student based on their interest and preferences. These activities serve as a means of forming professional motivation and generating primary interest in future occupations. Some marks are allotted to students in internal assessment for extracurricular activities.

Aim:

Extracurricular activities provide a channel for reinforcing the lessons learned in the classroom, offering students the opportunity to apply academic skills in a real-world context, and are thus considered part of a well-rounded education.

Objectives:

- Cultivates Leadership Opportunities.
- Enhances Teamwork Experience.
- Develops Time Management Skills.
- Promotes Networking Skills.
- Fosters Confidence.
- Increases Academic Performance.
- Indoor Extra-curricular Activities:
- Animation.
- Anime/Manage Club.
- Art Club.
- Drawing.
- Cartooning.
- Drama Club.
- Fashion Design.
- Graphic Design.

Outdoor Extra-curricular Activities:

- Cooking.
- Sports.
- Gardening.
- Outdoor Campaign or Trekking.
- Drama.

Social activity units:

- NCC -1 Unit
- NSS - 2 Units
- Red Cross - 1 Unit

Associations among student groups:

- Language
- Science
- Arts
- Commerce
- Mathematics
- Statistics

Social activity clubs among student groups:

- Cultural Club
- Eco Club
- Tourism Club
- Youth Club
- Language Club

Finance requirements:

3. Financial resources are to be granted for the training of the students in various cultural activities.
4. Earmarking the fees for Extracurricular Activities in the fees structure.

11. SPORTS & GAMES POLICY

Sport & Games are an integral part of social development that needs to be encouraged. at TTD Colleges sports or any activity leading to physically active life style are considered important component of overall personality development. We encourage staff and students to participate in physical activities and sports, as we firmly believe in its benefits. Our aim is to produce young men and women who are physically active and who play with good sportsmanship and are competitive every time they step onto the field. We intend to teach our students to be committed to their team and take responsibility for their actions.

The Objectives of the College Sports & Games Policy

- To motivate students to become part of the ongoing recreational and competitive sports programme.

- To inform the students about the benefits of being involved in an active lifestyle.

- To involve faculty members to assist the Department of Physical Education and Sports Management in promoting, organizing and supervising the college Sports.

The Roles and the Responsibilities:

The College:

- The college will give priorities to Sports & games and shall consider it as an integral part of the college academic programme.

- The college shall make available necessary funds and infrastructure to implement the policy to its fullest.

- The college will make provision in the college time table so as to involve students in competitive as well as recreational sports.

The Department Of Physical Education and Sports Management:

- The College Director of Physical Education shall organize, supervise and administrate competitive, recreational and leisure time sports activities.

- The College Director of Physical Education shall organize orientation programme for students for better understanding of sports facilities and programmes of the college.

The Faculty:

- The teachers should take pride in associating themselves with sports activities and in motivating/promoting students to take part in sports.

- The teachers must make students aware about the sports policy of the college.
- The teachers must encourage students to be involved in the college sports programme.
- The teachers should not deter any student from participating in internal as well as external sports activities authorized by the college management.
- The teachers should not organize an extra lecture/tutorial/exam or any other related activities during the assigned time for sports activities or events.
- The teachers should assist the Department of Physical Education and sports in promoting, organizing and supervising the college sports programme.
- The teachers should volunteer to organize additional lectures/practical (if possible) for the college sportsmen missing them due to their involvement in external sports activities.
- The teachers must be aware about the achievements of their students and must highlight the same during their interaction with each other, if possible in a classroom situation.

Sports Merit Attendance:

- Students will be awarded sports merit attendance as per the policy accepted by the College management.

- The college will take the responsibility of identifying the eligible student and further procedure of submitting the same to concerned authorities.

- Sports Merit attendance for a particular semester are allotted for participating in any authorized sports activity for college state or country prior to the last exam conducted for that semester.

- Allotment of Sports Merit Attendance to a student is subject to an approval of rightful participation at University, State, National or International level.

12. STUDENT'S WELFARE POLICY

Policy Statement

Our Colleges recognizes that all students have an entitlement to a coherent high quality student support and welfare offer that identifies concerns and puts in place appropriate support mechanism in order to facilitate the achievement of their goals. The College is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness thereby living the mission and vision of the college. The college acknowledges that student welfare and student learning outcomes are inextricably linked. The College in supporting student welfare promotes high standard of discipline and behavior of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college. The code of conduct treats behavioral problems in a manner that relates to the educational purposes of the College.

Purpose: The main purpose of this policy is to provide a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good and honest citizens while at the same time dealing with behaviour or actions that may be inconsistent with college policies. Through this policy the college seeks to provide an environment where students can:

- Experience free intellectual enquiry
- Express themselves freely
- Feel that their rights and responsibilities are respected and their needs are met

Policy Objectives: This Policy aims at addressing students' needs and behavioral issues at the College by:

- Ensuring that students behave within the standards set out in the Students Code of Conduct.
- Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- Promoting adherence to the highest standards of behavior and discouraging all forms of "misconduct".

- Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- Providing eligibility requirements and criteria for receiving assistance for concession.

The Code of Conduct:

A detailed account of code of conduct is provided to students in the Handbook and Calendar concerning following areas Commitment to Learning

• Respect

• Bullying

• Sexual Harassment

• Safety

• Dress Code

• Smoking

• Drugs and Alcohol

Students Representation:

College acknowledges that students need to be represented equitably and fairly through an independent and accountable organization, and that every student can contribute to the enhancement of their programme and learning experience. The primary aim of student representation at the college is to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process. Student Council is a body of students to promote quality in student life within and outside the College. It is a democratic support system for holistic development of the students and will work in consonance with the respective departments/clubs /groups of the College with their faculty support. The Student Council will report to and will function with the general supervision of the Principal or her nominee.

 Objectives of the Students' Council:

To inculcate among the students the vision and mission of the College.

- To identify, assess, evaluate and suggest the student
  perspectives in the development
- Arts & Culture, Sports & Games, and other co-curricular activities.
- To identify and suggest methods of improving student life – conduct & discipline
- To assess and improve the potential for student placements.
- To promote an environment for healthy and effective use of student facilities.
- To support and promote the different clubs and groups

- To encourage and initiate inter-departmental projects.
- To encourage volunteerism as a movement in the College.

The College has a number of avenues available through which students are actively involved in representative roles, and students already represent their fellow students on:

- IQAC
- Academic Council
- Student's Council
- Various Committees
- Clubs and Societies
- Class representation

Student Counselling:

The College recognizes that a student may experience problems in coping with issues in their personal lives and in the environment where they live and learn. Counselling services are aimed at helping students use their existing problem- solving skills more effectively or to develop new or better coping skills.

Counselling also promotes and facilitates positive mental, psychological health and emotional wellbeing of students and enhances the students' academic and personal functioning. Counselling sessions provide an opportunity for the student to describe their feelings and problems for themselves and then to reach decisions and actions that are based on informed choices. Regular mentoring sessions are held for the students in the college campus.

Students Career Guidance:

The College is committed to career guidance for all students to prepare them for progression to employment and higher education courses. The College strives to put students at the heart of its strategic development and planning to ensure their needs come first. Career guidance includes helping students to choose an appropriate course in the college

- Realistically assess their likely achievements at the college and their potential
- Progression towards career opportunities
- Explore employment opportunities in different sectors
- Implement their plans for progression
- Career guidance is based on the needs of the individual in the recognition that students will have different aspirations and previous experiences and whose progression plans will be responsive to their unique abilities.

The information, advice and guidance offered to students aim to provide a wide range of unbiased understanding of, the options open to them. Career Guidance is monitored by training and placement cell of the College.

Accommodation Services:

The College runs hostel for women. The hostel accommodation is given to the non-local students competitively on merit basis. The hostel accommodation to eligible students is provided free of cost by the Tirumala Tirupati Devasthanams, Tirupati.

Sports and games facilities:

The College's Sports and Games Department offers members of the College sporting and gaming services to live active and meaningful lives while on campus. The Department offers diverse recreational sporting facilities that are located conveniently throughout the campus with a wide range of operating hours and amenities.

Health care Services:

The College's Health Unit provides both preventive and curative care to students and staff. Specifically, the facility offers the following services; curative, promotive, preventive, referrals, dispensing of drugs and youth friendly Services. Following facilities are provided as part of health care services

Security: The College takes the security of its students and staff very seriously. The Security Department under the Administrator is committed to protecting life and property of the College community. The security personnel patrol the college on a 24 hour basis. Reported offenses are forwarded to the lawful authorities for investigation and appropriate action. Campus is fully equipped with CCTV cameras and has fire safety measures in place.

Clubs and Movements:

Active participation in any one of the Youth Groups and Movements is highly recommended. These give the students opportunities for overall personality development. The college has the following groups/clubs and are noted in the handbook and calendar:

- National Cadet Corps (NCC)
- National Service Scheme (NSS)
- College Sports Association

The students can apply for membership for any of the clubs and the selection will be done by the animators of the each club/ movements after due formalities coordinated by the concerned faculty.

Student Entertainment:

The College holds entertainment events from time to time to keep students entertained and relaxed. The college organizes various co-curricular activities such as debate, speech competition, essay writing contest, letter writing contest, elocution, painting, singing, music, drawing, quiz, basketball, volleyball, table tennis, exhibition, Badminton, etc .

Policy Implementation and monitoring strategies;

a)   The mandate of implementation of this policy shall be through the College Students Welfare Committee and Students redress system that shall be chaired by the Principal/ Vice Principal or his nominee and duly constituted to provide for representation.

b)   The committee shall be responsible for ensuring integrity in the execution of the policy.

c)   A student who has dissatisfaction or an unresolved disagreement with a staff member, another student or student organization has the right to file a written complaint without compromising his/her status with the College.

d)   The committee shall develop relevant rules, regulations and forms anchored in this policy to direct the actualization of the policy provisions.

e)   The student counsellor shall oversee the provision of counselling services and student mental health or peer counselling.

f)   The College will ensure that the students are sensitized on the existence and provisions of the policy during the Orientation programme in the beginning of the academic year.

13. GRIEVANCE APPEAL & REDRESSAL POLICY

Preamble:

Sri Padmavathi Women's Degree & PG College ,TTD (A) has established a mechanism for grievance appeal and redressal mechanism, in order to ensure transparency in admissions, imparting education and with the objectives of preventing unfair practices and to provide a mechanism to students for the redressal of their grievances.

Definition:

"Grievance or Complaint" includes any communication that expresses dissatisfaction, harassment in respect of the conduct or any act of omission or commission or deficiency of service and in the nature of seeking a remedial action.

The grievances may broadly include the following complaints of the aggrieved students.

  a. Academic
  b. Non – Academic
  c. Grievances related to Assessment
  d. Grievances related to Victimization
  e. Grievances related to Attendance
  f. Grievances related to charging of fees
  g. Grievances regarding conducting of Examinations.
  h. Harassment by colleague students or the teachers etc.
  i. Harassment of Women at Work space
  j. Harassment of SC/ST students and faculty.

Objectives:

The purpose of this policy is to set forth the policies and procedures to be followed in receiving, handling responding and resolving to any grievance against persons/department/institute in respect of the services offered by it. While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complaint and concerned people. The students and faculty (Teaching & Non- Teaching) are the main stakeholders in any institution imparting education, and it's our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the Institution has decided to provide mechanism to students for redressal of their grievances.

The following are broad objectives for handling grievances:

- To provide fair and equal treatment to all stake holders without bias at all times.
- To ensure that all issues raised by stake holders are dealt with courtesy and resolves in stipulated timelines.
- To develop an adequate and timely organization frame work to promptly address and resolve stake holders Grievances fairly and equitably.
- To provide enhanced level of stake holders' satisfaction.
- To provide easy accessibility to the stake holders for an immediate Grievances redressal.
- To put in place a monitoring mechanism to oversee the functioning of the Grievance handling Policy.

How to raise the grievance

The stake holders can raise grievances through the following modes:

Phone message/ Call: Message / call to contact number specified on the college website to register the complaint.

Email: The stake holder may write complaint on email id specified on the college website to register the complaint.

Letter: The stake holder can write a letter to the authorities.

Maintenance of records of grievance and reporting

The Chairman of grievance committee preserves all records pertaining to grievance / complaint received resolution and closure of the grievance. The complaint shall be transferred to the concerned intermediary within three working days, provided however that resolution time shall not exceed 30 days from the date of the receipt of the complaint from the complainant.

Closure of grievance

Every grievance shall be disposed off within a period of thirty days of its receipt and a final reply shall be sent to the complainant, containing details of resolution or rejection of the complaint, with reasons thereof recorded in writing.

Escalation of grievances

The stake holders whose grievance has not been resolved by the intermediary within thirty days from the date of submission of grievance or who is not satisfied with the resolution provided by the respective committee shall prefer an appeal to the Head of the institution against the concerned intermediary or entity.

2. Policy to handle major grievances

- Major grievances such as problem involving legal matters are referred to the management of the institute. Appropriate action is carried out as per guidance provided by management.

- In case grievance involves external agencies, matter is referred to appropriate authorities for future action.

3. Process for Grievance Redressal

The process to resolve them complaint is shown below:
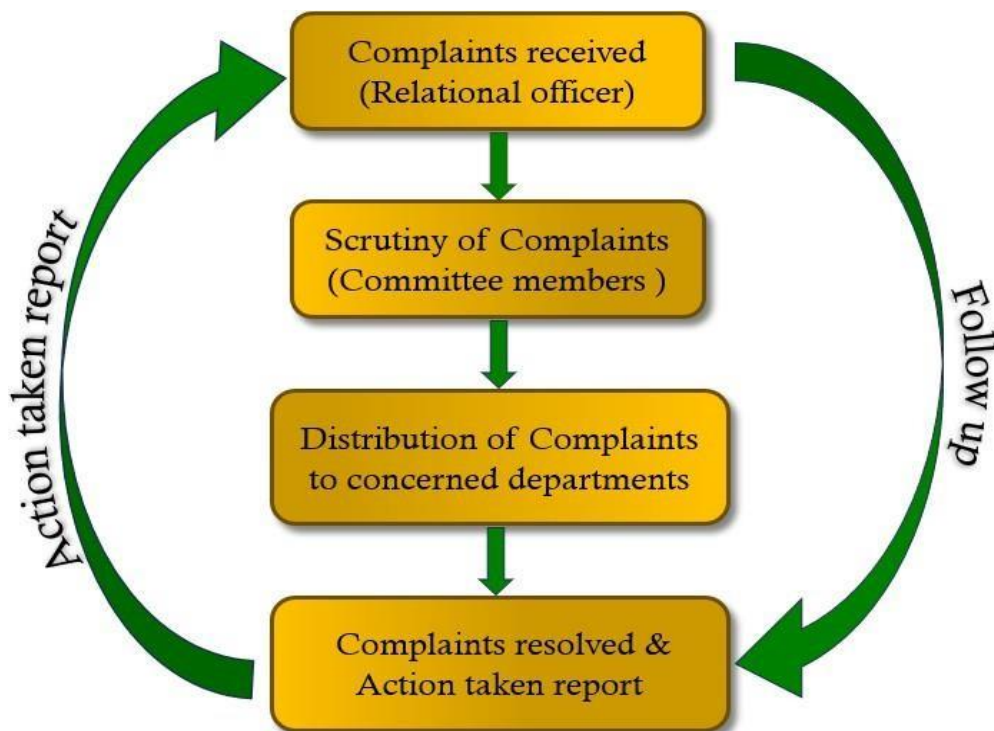
14. IT POLICY FOR STAFF AND STUDENTS

The college has an IT policy for staff and student's regular use of computers and other equipment. The purpose of this policy is to establish guidelines for the appropriate and responsible use of equipment, computers, and the internet by staff and students. The students can access computer labs and internet resources in order to ensure efficient and effective utilization of IT and computer resources while maintaining a secure and productive educational environment.

IT Policy for Staff and Students: This policy applies to all students and staff who have access to equipment, computers, and the internet within the educational institution's premises.

General rules to use of Computers, Computer Labs & other IT equipment use:
1. IT Equipment should be used solely for educational and academic purposes as approved by the institution.
2. All IT Equipment should be handled carefully and returned to designated areas after use.
3. Computers should be used for educational purposes, including research, assignments, and other activities related to the curriculum.
4. Respect the privacy and security of other users by not attempting to access or tamper with their accounts, files, or personal information.
5. IT equipment provided by the college should be used solely for official purposes and academic activities.
6. Students must adhere to the designated schedule for computer lab access as established by the college.
7. Students should follow the lab rules and guidelines provided by the college and follow any specific instructions or restrictions. Students must not interfere with or tamper with the hardware, software, or configurations of the computers in the lab.

Internet connectivity and its usage: To maintain cleanliness and orderliness in the lab. The college is having 300 MBPS internet speed for the staff and student's academic internet access is provided to support educational activities only.
1. Students and teachers should use it responsibly and ethically. Engaging in activities that are illegal, unethical, or violate the institution's code of conduct, including but not limited to cyberbullying, harassment, or unauthorized sharing of personal information, is strictly prohibited.

2. Downloading or accessing unauthorized software, files, or materials that may compromise the security or integrity of the institution's network is strictly prohibited. Internet access is provided to students for educational purposes and academic research. Users should avoid excessive or unnecessary use of bandwidth that may degrade the overall network performance.

3. Accessing or distributing inappropriate, illegal, or unauthorized materials, including but not limited to explicit content, hacking tools, or copyrighted material, is strictly prohibited. Engaging in cyberbullying, harassment, or any form of unauthorized online behaviour that violates the institution's code of conduct is strictly prohibited.

4. Email communication should adhere to professional standards, maintaining confidentiality and refraining from any form of harassment or offensive language.

Use of Computer, Educational Software and Antivirus:

1. Computers, software, and applications should be used for official duties, research, administrative tasks, and other work-related activities.

2. Unauthorized installation or use of software, including pirated or unlicensed software, is strictly prohibited. Accessing or storing inappropriate, illegal, or unauthorized materials, including but not limited to explicit content, hacking tools, or copyrighted material, is strictly prohibited.

3. Confidential college data, student information, and other sensitive materials should be handled with the utmost care, ensuring appropriate security measures are in place.

4. All the college computers are equipped with legal antivirus, but it is suggested that the users take care of their own data.

5. The college will not be responsible for any data loss.

Security and Privacy:

1. Users should maintain the confidentiality and integrity of their accounts and passwords. Users must not attempt to bypass security measures, install unauthorized software nor compromise the network's integrity.

2. The college reserves the right to monitor and audit equipment, computer, and internet usage to ensure compliance with this policy and to protect the institution's resources and users.

3. Teachers, administrative staff, other college staff and students are responsible for protecting their own accounts, passwords, and personal information while using office computers/college computers/computer labs and internet resources.

4. Students must not attempt to bypass security measures, install unauthorized software, or engage in any activity that compromises the security or integrity of the college's network.

5. Confidential information should not be shared with unauthorized individuals or parties outside the college.

6. Any security incidents, breaches, or suspicious activities should be report immediately to the Head of the IT department.

1. **CCTV enabled Campus:** The College has installed CCTV cameras in all the entry and important points of the college. CCTV cameras play a crucial role in enhancing the overall security of a college campus. The presence of visible cameras helps create a sense of surveillance and discourages individuals from engaging in unlawful behavior. CCTV cameras should be strategically placed to provide maximum coverage of high priority areas, such as entry and exit points, critical infrastructure, parking areas, student gathering spaces, and other locations as deemed necessary.

2. Camera positioning and angle should be adjusted to ensure optimal visibility while minimizing the capture of unnecessary or intrusive footage. CCTV footage should be considered as sensitive and confidential data.

3. Access to this data should be limited and authorized personnel (HOD IT Department) responsible for security and investigations. Proper need-to-know basis and strictly or documentation and logging should be maintained for any access viewing of the footage.

4. Retention periods for CCTV footage should be defined, taking into account legal requirements, incident investigation needs, and storage capacity retention period limitations. On the expiry the footage should be securely erased or accordance with disposed of in data protection regulations.

The college should clearly display signage indicating the presence of CCTV cameras in areas where surveillance is conducted. CCTV cameras should undergo regular maintenance, including cleaning, testing, and repair, to ensure optimal functionality.

Training and Awareness: The college shall provide appropriate training and awareness programs to teachers and office staff members regarding IT policies, responsible use, cybersecurity best practices, and data protection. Teachers and office staff members are encouraged seek guidance from the IT department, TTD in case of any concerns or questions related to IT resource usage.

Timely Review of college IT Policy: This IT policy for teachers, office staff and students in the college shall be reviewed periodically to ensure its effectiveness, relevance, and compliance with evolving technological advancements, legal requirements, and institutional needs. Amendments and updates to the policy shall be communicated to all staff members and students as and when required. By adhering to this IT policy, teachers, office staff and students contribute to a secure, productive, and responsible IT environment within the autonomous college.

15. INTERNSHIP POLICY

Introduction

Internship is an integral part of the academic curriculum. Its satisfactory completion is a mandatory for the award of degree to all students irrespective of their program of study like B.A/B.Com /B.Sc /Honors etc. Further, considering the curriculum structure approved by the college, multiple internships modes are possible, and are assigned academic credits within the curricula. The general structure of the internship requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

Objectives:

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization.

Mode of Action:

Steps and timeline to be followed as a guideline for category

Step . No.	Description of activity	Responsibility	Timeline
1	Identification of CSP/short term internship/Long term internship work	Faculty /Students	- I YEAR Summer holidays in (April/May) - II YEAR after completion of IV semester - III YEAR VI SEMESTER TIME
2	Faculty mentor to coordinate with parents of identified students and prepare necessary documents	Students, Faculty and departmental Project/ Internship Coordinator	Before going to do CSP/SHORT-TERM Internship, /LONG-TERM Internship

3	Students to report weekly to faculty mentor about progress of Internship activity	Students, Faculty	Throughout tenure of internship
4	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Last week of CSP/Short-term Internship /Long-term internship
5	Report and Presentation	Students, Project guide and Internship Coordinator	After end of internship

Internship Duration

The internship is mandatory as a part of the present curriculum. Students will not graduate unless they complete the internship as prescribed. The structure and durations of the Internship may vary. It is normal for a minimum duration to be 10 Months for all three Internships in their course of study.

- Two months for COMMUNITY SERVICE PROJECT after II semester end examinations.
- Two months for SHORT TERM Internship after IV semester end examinations &
- Six months for LONG-TERM Internship during the entire V or VI semester.

In case the duration of any Internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the University.

Internship Execution Procedure:

The Internship coordinator & Nodal officer arrange internship for students in industries/organization as per university guidelines. The following general procedure shall be adopted for execution of internship:

- Step 1:

Request Letter/ Email from the college coordinator of the institute shall be sent to the industry/institutions/organizations to allot different slots of 4-20 weeks during semester as internship periods for the students. Students request letter/profile/ interest areas will be submitted to industries/organizations for their willingness for providing the training. (Sample attached)

- Step 2:
- Industry/institution will confirm the training slots and the number of seats allocated for

internships via Confirmation Letter/ Email. The industry will be requested to allot mentor for communication between mentor and students. In case the students arrange the training themselves the confirmation letter will be submitted by the students to the office of the Training & Placement through concerned department. Based on the number of slots agreed by the Industry, Dean will allocate the students to the concerned industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the Nodal officer/ Faculty members who are particularly looking after the Internship of the students.

- Step 3:

Students on joining Training at the concerned Industry / Organization, will submit the Joining Report/Letters / Email to the Internship coordinator, Nodal officer and mentor

- Step 4:

Students will undergo internship at the concerned Industry / Organization. The mentor shall evaluate the performance of students once/twice by visiting the Industry/Organization or through video conferencing and Evaluation Report of the students will be submitted to the Head of Department through Nodal officer Internship Coordinator. Head of the Department shall forward this report to Internship Coordinator with the consent of Industry persons/Trainers (Sample Attached).

- Step 5:

Students will submit internship report in the format provided by the institute after completion of internship along with certificate obtained from the industry.

- Step 6:

List of students who have completed their internship successfully will be issued by the Principal, Internship Co-Ordinator, Nodal officer.

Guidelines for students:

1. All the students need to go for internship for minimum of 4 weeks.

2. Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry/institutions/organizations and can work on it during internship.

3. All students should compulsorily follow the rules and regulations as laid by industry/institution/organization.

4. Every student should take prior permissions from concerned industrial /institutional authority if they want to use any drawings, photographs or any other document from industry/institutions/organizations.

5. Student should follow all ethical practices and S.O.P(standard operating procedures) of industry/institutions/organizations.

6. Students have to take necessary health and safety precautions as laid by the industry/institutions.

7. Student should contact his /her mentor from college on weekly basis to communicate the progress.

8. Each student has to prepare internship report in consultation with the Mentor.

Monitoring at the Institute Side:

1. Each student is required to send a Weekly report, presentation and get it verified by departmental faculty mentor.

2. Each student is required to present monthly activities online/offline to Nodal officer/faculty mentor.

3. Each student is required to present the whole activities of internship online/offline to Internship coordinator/Nodal officer/ faculty mentor at the end of the internship.

4. Faculty Mentor/ Internship coordinator/ HOD of the department or Principal will make a surprise visit to the internship site to check the student's presence physically (if the student is found absent without prior intimation to the industry/institutions/organizations mentor, entire training will be cancelled/ student is liable for the punishment).

5. Students are eligible to avail 1-day leave in every 4 weeks training with permission of the respective industry during the internship period apart from holidays and weekly offs. Students should inform industry/institution mentor and Faculty Mentor, Internship coordinator, Nodal officer, HOD, Principal at least one day prior to availing leave by email.

i) First internship (April-May after 1st year examinations): **"Community Service Project"**

Community Service Project To inculcate social responsibility and compassionate commitment among the students, the summer vacation in the intervening 1st and 2nd years of study shall be for Community Service Project (the detailed guidelines are circulated separately).

Learning outcomes:

• To facilitate an understanding of the issues that confronts the vulnerable / marginalized sections of the society &to initiate team processes with the student groups for societal change.

- To provide students an opportunity to familiarize themselves with urban / rural community they live in.

- To enable students to engage in the development of the community & to plan activities based on the focused groups.

- To know the ways of transforming the society through systematic program implementation.

ii) Second Internship (April-May after 2nd year examinations): **"Short-Term Internship"**

To make the students employable, an Apprenticeship / Internship / On the job training / In-house Project / Off-site Project shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.

Learning outcomes:

- Explore career alternatives prior to graduation.

- Integrate theory and practice.

- Assess interests and abilities in their field of study.

- Learn to appreciate work and its function towards future.

- Develop work habits and attitudes necessary for job success.

- Develop work habits and attitudes necessary for job success.

- Develop communication, interpersonal and other critical skills in the future job.

- Build a record of work experience.

- Acquire employment contacts leading directly to a full-time job following graduation from college.

Third Internship during V or VI Semester: "Long-Term Internship"

The assessment for the VI Semester long apprenticeship is for 200 marks and credits assigned are 12. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of every month up to four months. The last two months of internship period shall be used for preparation of final project report simultaneously undergoing on the job training / internship / apprenticeship.

Learning outcomes:

- Explore career alternatives prior to graduation.

- Integrate theory and practice.

- Assess interests and abilities in their field of study.

- Learn to appreciate work and its function towards future.

- Develop work habits and attitudes necessary for job success.

- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.
- Acquire additional skills required for the world of work. Universities and colleges should follow APSCHE guidelines for the semester term project and the program book designed for the purpose.

The Project Report should contain:
- Introduction.
- Project specifications (area / background of the work assigned).
- Problems taken up.
- Analysis of the problem.
- Recommendations and conclusions.

There shall be a final evaluation committee comprising of Principal, Teacher /Guide, Internal Expert and External Expert nominated by the affiliating University. The final evaluation committee shall consider the following evaluation process.

- Monthly Reports submitted by the student
- Final Project Report
- Grading given by the Company / Business unit / Enterprise Where the student has undergone the training.

The grades shall be converted into marks on the scale followed by the University. To evaluate and award marks, the Committee conducts viva voice examination at the college. The assessment should also cater to the improvement of education and institutional assessment system that portrays the student performance.

Assessment Model Internship:

There will be only internal evaluation for this first internship. Each faculty member is to be assigned with 10 t0 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in charge for the learning activities of the students and also for the comprehensive and Continuous assessment of the students.

The assessment is to be conducted for 100 marks for CSP & 100 marks for Short-term internship & 200 marks for long term internship. The number of credits assigned is 4 for first internship & 4 for short term internship & 12 for long term internship. Later as per the present practice the marks are converted into grades and grade points to include

finally in the SGPA and CGPA. There will be only internal evaluation for this first internship.

The weightages shall be:

- Project Log 20%
- Project Implementation 30%
- Project report 25%,
- Presentation 25%

Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work. While grading the student's performance, using the student's project log, the following should be taken into account -

- The individual student's effort and commitment.
- The originality and quality of the work produced by the individual student.
- The student's integration and co-operation with the work assigned.
- The completeness of the logbook.

The Project Report should contain:

- Introduction, scope, objectives, and methodology
- Project specifications (area / background of the work assigned).
- Problems identified.
- Analyses of the problems
- Community awareness programs conducted w.r.t.the problems and their outcomes.
- Intervention/service programs taken up
- Short-term and long -term action plan for implementation
- Recommendations and conclusions.
- References

The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are –

- Assessing the involvement in the project
- Presentation skills
- Final outcome of the project as evinced by the student.

Example:

Name of the student	XX YY ZZ	
Class & Year of Study	I/II B.A/B.COM/B.SC /HONORS 2023-2024	
Registered Number	0000000000	
Assessment component	Max Marks	Marks Secured
1. Project Log	20	15
2. Project Implementation	30	20
3. Project Report	25	20
4. Presentation	25	20
TOTAL	100	75

In the above example, 75 marks are converted to letter grade / grade point.

Letter grade	Grade point	Credits	Credit points
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	08
F (Fail)	0	0	0
Ab (Absent)	0	0	0

In the above example, 75 marks are converted to letter grade / grade point.

Letter grade	Grade point	Credits	Credit points
B+(Good)	7	2	14

III YEAR LONG –TERM INTERNSHIP ASSESMENT

Name of the student	XX YY ZZ	
Class & Year of Study	III B.A/B.COM/B.SC /HONORS 2022-2023	
Registered Number	0000000000	
Assessment component	Max Marks	Marks Secured

1. Project Log	10	10
2. Project Implementation	20	15
3. Project Report	10	10
4. Presentation	10	05
TOTAL	50	40
External Assessment component	Max. Marks	Marks Awarded
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	100	80
External Viva Voce	50	30
GRAND TOTAL	200	150

Conclusion:

The Internships adopted in the curriculum are very useful to all the students during their course study, which gives skills relating to business, education. The Internships provides a good knowledge over the enterprise to the students in U.G. level. Overall it concludes that, doing Internship makes the student awareness of society as well as environment.

16.   QUALITY POLICY

Purpose:

A Quality Policy is a requirement for the integration of the various activities of the institution and institutionalizes the best practices. The main purpose is to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the college and to promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

Aim:

"To strive for excellence, in all Academic and Co-curricular activities, to provide stakeholder value, by creating competent and empowered women who are socially productive and morally upright."

Objectives:

- To strengthen student, staff and institutional management capacities for quality sustenance and quality enhancement
- To ease learner – centric learning environment for the development of professional human resources required for nation building
- To improve institutional performance with effective mechanism on the basis of feedback and follow up actions.
- To create an international quality benchmark for various academic and administrative activities.
- To develop curriculum in order to use learning analytics to assess student learning outcomes.
- To strengthen internal quality assurance structural arrangement with clear roles of quality cells for monitoring and evaluation of quality practices.

Policy Coverage:

The Policy applies to all units of the college through continuous internal quality assurance mechanisms in order to achieve the Mission and Vision of the institution.

Scope:

- The students will be given the opportunity to realize their full potential, enabling them to achieve the highest standards in their programmes of learning.
- In order to ensure the quality, the college communicate with the students that they are safe and feel safe in the campus.

- The college designs the dispersal of the courses in which the skills and attitudes of the students are mended in such a way that they become effective employees and good citizens.
- The college is committed to continuous improvement to our quality assurance and enhancement processes.
- The college is committed to establish and maintain quality systems and procedures which enable us rigorously to evaluate the strengths and weaknesses and thereby respond to the necessary improvements in different fields effectively.
- The system ensures monitoring, reviewing, developing and enhancing standards of learning, teaching and assessment.
- It ensures quality of the student experience and the service to employers by taking feedbacks and direct interactions. The responses from students, employers and other stakeholders are included in decision making of the management.
- Periodic review is designed to ensure the academic standards of the college in par with the requirements of Higher Education sector so that the quality of learning opportunities provided for students on these programmes is enhanced through these sessions.
- The college regularly maintains the quality of its infrastructural facilities by timely addition and renovation and maintenance.

Quality Assurance Activities:

- To promote pedagogical innovation and encouraging innovative teaching practices among the staff and staff development.
- To promote use of e-resources for teaching and Learning Management System (LMS).
- To conduct Academic and Administrative Audit [AAA].
- To participate in ISO, NIRF & NAAC Accreditation & Ranking Survey.
- To monitor student progress & mentoring system.
- To organize relevant Seminars, Workshops, Industrial and Educational visits for all students.
- To strengthen Career Guidance and Placement Cell.
- To encourage students to excel in various sports events.
- To motivate Faculty Members in Publication of Journals of International standards.
- To implement Feedback Systems on Faculty, Curriculum, Institutional Performance, Library and Hostel facilities.
- To promote entrepreneurial drive and create initiatives among students.

- To engage Students in constructive and sensitive services to the community.
- To sensitize students towards national causes.
- To develop linkages with Industry and National/International Research Institutions.
- To facilitate Collaborations with Industries.
- To facilitate expansion of revenue sources through consultancy.
- Collaborations with Foreign Universities for various exchange programmes.
- To facilitate Faculty to apply to different state and central funding agencies for research projects.

17. PLANNING AND EVALUATION POLICY

Policy: It is the responsibility of the committee to formulate perspective plans for the all-round development of the Institution and to ensure its execution.

Objectives:

- To review student and faculty development programmes
- To formulate perspective plans for the development and growth of the college
- To formulate a master plan for campus development, facilitating the implementation of the provisions of the perspective plan

Policy of meeting:

1. The committee meets at least twice in a year, at the beginning and at the end of the academic year

2. The first meeting is to be held at the beginning of the academic year to draft plans for the year ahead

3. The second meeting is to be held at the closure of the academic year to review the implementation of the plans and evaluate the plans

4. If the situation demands other meetings may be held during the academic year Perspective Plan / Strategic Plan for the Five Years 2024-25 to 2029-2030

The college planning committee in coordination with IQAC designed the perspective plan for the period of five years commencing from the academic year 2024-25 to the academic year 2029-2030 for all round growth of the institution. The perspective plan is designed after taking into consideration the quality indicators of different criteria determined by NAAC to set goals for the future. In the preparation of the perspective plan, the IQAC of the college has taken initiatives to obtain inputs from all the stakeholders such as Management, Principal, Faculty, Administrative Staff, Students, Alumni and Parents. Perspective plan is categorised into the following three major areas:

Academic Plans:

I **Students:**

Increase in Sections: College has reached the enrolment of 2,500 in the year 2023-24 keeping in view the increase in demand for various courses, the college plans to apply to APSCHE and Parent University for additional sections.

a) **Employability:** Enhancing employability of the students as per corporate requisites, it is planned to introduce new job-oriented courses, programs which impart hands on training and experience by undertaking internships, workshops.

b)   It is planned to improve employment prospects of the students through the efforts of the placement cell.

c)   **Academics**: It is decided to introduce a result improvement committee and to organise seminars by alumni for students on how to excel in university examinations.

d)   Research: It is planned to promote research culture in the college by encouraging collaborative work with interdepartmental.

II   **Faculty:**

- To upgrade teaching abilities of the teachers, it is planned to conduct faculty Development Programs and encourage teachers to participate in UGC sponsored Refresher Courses and Orientation Programs.

- The faculty is encouraged to participate in national and international seminars, conference and workshops.

- Research undertaken by teachers adds to both the academic strength of an institution and individual development. So it is planned to introduce research policy, encourage faculties to submit minor research proposals and research publications.

- Planned to organise syllabus revision seminars to have an insight into the latest developments in curriculum.

III   **Value Based Activities:**

- Planned to promote social outreach programs to inculcate values.

- To promote value education through departmental fests.

- To organise donation drives continuously to benefit the downtrodden section of the society and sensitizing students.

- To celebrate various days, national and international, to create awareness and awaken the spirit of patriotism and universal brotherhood amongst students.

IV   **Gender Sensitivity:**

- To organize self defence programs for girl students.

- To organise sessions for male and female staff and students to sensitize them regarding problems related to women.

V   **Feedback Mechanism**

- Planned to strengthen the feedback system and reinforce best practices and remedial steps for weaker area.

VI **Others:**

- A suggestion box is kept at a strategic place, where students drop in their suggestions. These suggestions will be scrutinized periodically and taken into account for further improvement.

- Planned to increase the number of extension activities organized at the university level.

- To encourage the students to take part in sports and cultural activities.

- Planned to increase the financial support to the needy and deserving sudents.

- Planned to make available daily Newspapers, Journals, Magazines, P e r i o d i c a l s and Internet in the Library and reading halls.

- Planned to increase journals, periodicals, books for Competitive Examinations as a part of enriching the learning resources.

Infrastructural Plans:

I **Premises:**

Keeping in view of the demand for some courses planned to add additional sections and accordingly applied for additional sections.

II **Class room Facilities:**

Planned to acquire smart boards and white boards, increase the number of benches and replaced the old benches by new ones.

III **Computer Facilities:**

Planned to increase the number of computers with better RAM to cater to computer based courses.

IV **Environment conscious Facilities:**

- A big step towards the environment is to make the campus eco-friendly and conduct e-waste collection drive where in all students, teachers and other staff will help to collect waste and recycle to create a clean and healthy environment.

- Planned to establish medicinal plant garden.

- To create awareness among the students for a plastic free environment.

- Planned to reduce electricity bills using LED bulbs and solar panels.

V **Optimum utilization of Resources:**

College premises will be made available to conduct UPSC, NEET, SET, NET and other competitive examinations.

VI **Library Resources:**

Planned for digitalization and automation of Library services. Developing a suitable system of reading rooms facilities.

VII	**Sanitation Facilities:**

Safe drinking water facility in every floor with coolers and water purifiers.

VIII	**Security Related:**

Planned to install CCTV's.

IX	**Other Facilities:**

- Departmental rooms for faculties with computers and internet facilities.
- Well-furnished seminar hall.
- Computers at laboratories, Office Library and departments with LAN.

Administrative Plans

I.	**Digitalisation:**

- The admission process is digitalised to bring transparency create less waste and reduce errors.
- The college has a well-defined, transparent admission process based on merit coupled with reservation policy.
- In order to prevent corruption, wide publicity will be made about the purely merit based admission process in the college website, in prospectus and also by placing sign boards in strategic places of college campus.

II	**Human Resources:**

- To organise training programs for non-teaching staff on a regular basis to improve their efficiency.
- Recreational activities to improve productivity and hence it is planned to organise more events for supporting staff.
- As a part of the inclusion policy, it is planned to organise various sessions for housekeeping staff.

III	**Conformity to Standards:**

- To apply for Academic Audit.
- To strengthen the audit mechanism by organising internal audit training program.
- To conduct Gender Audit/ Gender Equality survey to bridge the gap.
- Planned to set standardisation by applying for ISO.
- To conduct green audit and environmental audit to discover loopholes and pursue healthy practices.
- To apply for National Institute of Regulatory frame work.

IV   **Documentation Process**:

•   Document keeping is crucial in any administrative setup. So it is planned to establish robust system for keeping record of students appearing for competitive exams.

•   To form Reporting committee in order to keeps proper accountability of all events taking place in an organisation.

•   To handle unforeseen situations, it is planned to organise mock drive for the disaster management of the college.

V   **Collaboration:**

•   To increase linkage with other colleges and university.

•   To increase linkage with companies for internships and placement.

18. POLICY FOR DIVYANG

Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. Sri Padmavathi Women's Degree & PG College is against all kinds of discrimination on any grounds including disability. The college is committed to implement the national policy of inclusive education, ensuring equality, freedom, justice, and dignity for all individuals. The college devotes equal attention to those who are differently-abled. The college provides special facilities for the differently-abled students and staff to provide them opportunities to acquire quality education and to bring them into the mainstream of society. The college has a social responsibility and perception that differently-abled people should be respected and treated as normal human beings.

DISABILITY (Divyangjan):

Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities etc., . Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual QUALIFIED PERSON WITH DISABILITY The expression "qualified individual with a disability" alludes to a person with a disability who is qualified to participate in any given institute program or activity. With regard to enrolment, a certified individual with a disability must fulfil the scholastic guidelines required for affirmation and meet the scholarly necessities set up for any given course, degree, or certificate program. With respect to employment, training, work assignments, and promotion, a qualified individual with a disability must be able to perform the minimum essential functions of the job. However relaxation shall be allowed as per the Government rules.

OBJECTIVES OF THE POLICY

- To create an educational environment that provides Divyang students and staff equality of opportunities and protection of their rights.

- To ensure greater participation of disabled in higher & professional education by providing disabled friendly campus, class rooms and courses in order to prepare students of strong character enriched with traditional and modern knowledge.

- To undertake measures to reduce or eliminate barriers so that differently-abled students and staff can learn and fully engage in activities with their peers.

- Provide boarding, lodging and essential requirements to disabled students to facilitate them for better accessibility in higher education.

- To promote disabled persons spiritually, socially and economically by providing suitable education to bring them to the main stream.

- To ensure full participation of persons with disabilities in all activities of the college and to provide them the equal opportunities for development

The college shall provide the following support for the disabled students:

Admission: A person who has been certified by a recognised agency for his/her disability is given admission through a reservation policy. Admission policy of the Institute offers 3% reservation for persons with disabilities in all the courses offered by Institute. The institute will ensure the representation of all the types of disabilities listed in Rights of Persons with Disabilities 2016 (Section 16 PWD Act 2016) and as per government regulations from time to time.

Placement Cell: The Placement cell shall provide support to the students with disability and assist them in getting appropriate employment after their studies. A counsellor-cum placement officer shall be appointed for further guidance. Students interested in Sports will be given special coaching.

Exam Policy: Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities. The guidelines and regulations have been issued by the examination department for use scribe in exams. The visually impaired students will be provided with scribes to write their exams.

Counselling: The college shall provide Counselling for the students with disabilities on the types of courses they can study at the higher education.

Awareness programs: Conduct Awareness programs for teachers about the approaches to teaching, evaluation procedures, etc, which they should adapt in the case of students with disability. Provide support to the students with disability and assist them in getting appropriate Employment after their studies.

Remedial Coaching Classes: Conduct regular Remedial Coaching Classes for persons with disabilities. The college shall provide various provisions in creating a disabled friendly campus. The campus should be barrier free and accessible for persons differently-abled.

Library facilities: To provide accessible textbooks and study material to all students with disabilities.

Ramps: Ramps are made to ensure free movement of the students, employees and visitors

Constitutional guidelines:

The Constitution of India ensures equality, freedom, justice and dignity of all individuals and implicitly mandates an inclusive society for all including persons with disabilities. In the recent years, there have been vast and positive changes in the perception of the society towards persons with disabilities. It has been realized that a majority of persons with disabilities can lead a better quality of life if they have equal opportunities and effective access to rehabilitation measures.

The college policy:

- The earlier emphasis on medical rehabilitation has now been replaced by an emphasis on social rehabilitation for the disabled.

- There has been an increasing recognition of abilities of persons with disabilities and emphasis on mainstreaming them in the society based on their capabilities.

- The college is against all kinds of discrimination on any grounds including disability. It follows the legislation by the constitution of India in which persons with disability must be given equal opportunities, have protection rights and be allowed full participation any activity.

- The college is committed to provide education, employment and create a barrier free environment for all.

- Disability sensitization sessions to be a part of the students and Employee induction programme.

19. CAREER GUIDANCE POLICY

Sri Padmavathi Women's Degree & PG College, TTD (Autonomous), Tirupati has a career guidance cell which provides relevant academic and career information to enable students to make informed decisions along the way. Career guidance is the guidance given to individuals to help them acquire the knowledge, information, skills, and experience necessary to identify career options, and narrow them down to make one career decision. This career decision then results in their social, financial and emotional well-being throughout. Our focus is to provide learning/training opportunities in the areas of academic, career and personal/ social development and to prepare students to meet their future challenges. This policy has three main objectives:

(a) To enhance co-operation between teachers, students and their parents to support all students in their effort to identify their most suitable career or profession.

(b) To ensure that all students acquire those skills and knowledge required for their chosen career or profession.

(c) To adapt the curriculum according to modern demands in the various careers and professions which are available in India and abroad.

The Principal and the Heads of Departments are expected to develop strong links between the curriculum and the world in which College students will fulfil themselves in the career or profession of their own choice.

Special attention is given to the gradual formation of the student's academic, character and moral formation as follows:

- The *fulfilment of the student's academic potential*, with special focus on subject options which will greatly determine the student's progress towards the attainment of his/her future goals.

- Training in curricular and non-curricular activities to enable the student *develop and acquire strong communication skills*

- The ongoing *development of creative thinking* through subjects based tasks in class and discussions in Groups.

- The *great emphasis on leadership skills* to prepare students to assume posts of responsibility.

- The *formation of all students in social interaction skills* to promote listening skills, the values of tolerance and flexibility, and to teach them how to manage difficult situations.

Career Guidance Cell

The career guidance cell of the college is constituted with a placement officer and faculty members of the college to provide necessary guidance and information to the students in shaping the future career. The team keeps up to date with employment trends and options to ensure quality advice to students. The Career Guidance Cell provides commendable services in areas of Campus Interviews; Job Placements and training programs for our students that enable them to develop applicable skills in the competitive job market. The Cell also organizes Workshops and Seminars on Personality Development, Interpersonal Relationship, Communication Skills, Interview Skills and Presentation Skills to enable the All Round development of individuals. Eminent resource persons from various sectors and esteemed institutions are invited for providing training to the students.

The Career Guidance Cell has been catering to the needs of students with the following objectives:

- To conduct a survey among students on their career options.

- To organize programs to create awareness about the importance of higher studies in India and Abroad.

- To organize diagnostic tests for the competitive exams such as PGCET, GATE, ICET etc. and to counsel them for higher studies

- To organize coaching classes on PGCET, GATE, ICET etc. towards higher studies.

- To conduct Orientation Programs for freshers.

- To organize and offer various programs on Personality Development, Soft Skills and Communication Skills.

- To organize Pre-Placement Training Programs to enable students to showcase their skills during the Interview.

The student community should be enriched with potentiality in all dimensions so as to reach the actual needs to have bright future. For overall development of the individual proper guidance and counselling is necessary especially, at this level of learning.

CAREER GUIDANCE

Advantages of Career Guidance

- 01 Discards Confusion
- 02 Job Search Support
- 03 Support and Motivation
- 04 Get to Know the Availabilities
- 05 Set objectives for Greater Results
- 06 Determine Strengths & Weaknesses

20. LIBRARY POLICY

Sri Padmavathi Women's Degree & PG College, TTD (A), Tirupati, have a rich repository of books including a large collection of books as well as print periodicals and magazines. The college also subscribes to the online data bases N-list, NDL which contain e-books and e-journals. The subject books are placed in lower floor and first floor. Both staff members and students can easily access it. The main goal of the library is to give people access to print books and journal e-resources.

The library has made consistent progress in terms of collection of books, periodicals, E-resources services and infrastructure. Our Library's primary goal is to meet the demands of the academic community at our institute by seamlessly integrating the information support system with instructional activities.

Role of Library

A library is the power house of any institution. It caters to the research and teaching activities of institutions. It collects manages as disseminates the information to its users according to their need. Library is the heart of the campus in corporating the modern technologies to provide readers right information at the right time.

Vision

It is the vision of the library to support the its readers by providing seamless access to the widest possible spectrum of information resources such as digital, online data bases print and non-print materials relevant to the curricular informational and innovative research needs of the academic community means to provide right information to the right users at the right time and in the right format.

Mission

The mission is to provide college students and teachers with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning. To support teaching faculty and administrative staff and to participate in interactive information exchange within the wider library / educational community.

Objectives

- To develop the collection of the library by acquiring books and periodicals in print as well as in digital format.
- To develop the habit of self-learning and lifelong learning.

User Feedback Surveys: Library initiates annual feedback surveys, user satisfaction surveys. This feedback and evaluation certainly help the library to overcome any lacunae in the facilities and service being provided.

Library Services & Activities

- The library access time is from 9.00 A.M. to 5.00 P.M. on working days 9.00 A.M. to 6.00 P.M.
- Library internet / E – journals and e – book service
- The library provides individual user I.D. and its password to users for making use of e – resources for INFLIBNET N – list.
- **Book Lending Service**

This service is offered to all library users. The resources borrowed from the library shall be returned on or before the due date during library working hours.

- **Suggestion Box**

     In addition to the library appraisal suggestion box is kept in the library once in a month it is opened and suggestions are taken care off.

- **Periodical Service**

     The magazines & journals are made available to library users, students to read in library only.

Library Usage Policy

- Show your identity card whenever you the library.
- Write your name in the register.
- Library books issued only on herself library card.
- Library books issued only as per schedule.
- One book for one week only it can be renewed.
- Students should return their book in given time period.
- Two books will be issued for third year / post graduate students only.
- Book bank only for first five in the class and the entire reservation students, selected and economically backward students.
- In case loss of books double price of the book lost will be recovered as penalty.
- Take proper care of all library resources.
- Silence to be maintained.
- Use of mobile phones is strictly prohibited in the library.
- No library material will be issued on someone else identity card.

Clients

The library provides collection access to the following client groups

1. Students
2. Faculty and staff.

Scope of The Collection

The library collection holds resources designed to support the learning, teaching and research needs of the Institute Resources are provided in a variety of formats including.

- Books and other hard copy printed materials
- Besials (i.e. Journals, periodicals or newspaper in both electronic and hard copy format.
- Data bases
- Multimedia material.

Libarary Collection Development Policy

The library buys books and other learning materials which are related to syllabi library acquire reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.

Library will buy text books, reference books and hand books on relevant subjects library will also buy printed periodicals and online data base for accessing scholars content.

Staff and students can recommend the books which have to be approved by the Head of the Departments. This will further be approved by the principal.

Library Committee

The library shall be managed and administered by a library committee under the super vision and control of the principal. The function of the library committee is to support the functioning of the library so in order to facilitate the library developmental plans by advocating the library development activities with the management.

1.	Principal	Chair person
2.	Librarian	Co-ordinator
3.	HOD's of various faculties	Member
4.	Two student representatives	Member

Library Budget

Budget is an important document for planned and successful operation ofa a library. It is co-ordinates between the policies, information of exchange programmers and finance and administration functions.

Budgeting Policy

The budget for the library should help students to become lifelong learners. The budget for the library should assist students in their abilities to become independent learners. Library budget preparation of budget provides an opportunity for timely review.

Collection Maintenance

Keeping the collection at its present size. Necessary to replace 10% of the collection annually.

MAINTENANCE

- ERP
- Bar code printers
- Audio visual hardware
- Computers
- Printers
- Subscriptions / Memberships
- Journals
- Associations

CAPITAL EXPENDITURE

- Collection development beyond foundation collection
- Shelving
- Furniture
- Equipment
- Computer hardware
- Binding books / Journals

STOCK VERIFICATION

Stock verification is an annual process which will be conducted the academic year and or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

WEEDING POLICY

A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

CONSUMABLES

- Processing resources such as bar code labels date due ships etc.,
- Promotional activities such as display materials peripherals such as DVDs, CDs, batteries etc.,

DIGITAL LIBRARY

- Internet / Digital facility is for all students.
- Students must register their name & timing one day before.
- Printing / Downloading is allowed with prior permission of librarian.
- Printing / Xeroxing will be provided on payment.
- Playing games, chatting, downloading any pictures / songs, videos and misuse of internet is not allowed.

21. GOVERNANCE POLICY

The purpose for development of Governance Policy is to;

• Classify powers of the institution and outline the controls delegated.

• Develop a strategic plan for directing the stakeholders to achieve the organizational vision and mission.

• Composing a complete, accountable and dedicated management system.

• Ensure legal and ethical functioning of the college.

• Guarantee advancement and accomplishments of academic activities planned and implemented.

• Evaluation and confirmation of eminence in actions within the scope of the institution

Scope of Governance

- Strategic Plan
- Administration
- Admission
- Academics
- Infrastructure & Facilities
- Student Support & Progression
- Recruitment, Career Progression and Capacity Building
- Collaboration and Influence
- Finance Management

Objectives:

• Establish, evaluate, regulate, control and accomplish vision and mission of the college.

• Shape robust, systematic and participative leadership.

• Create strategic framework that ensures the implementation of institutional plans.

• Ensure knowledge to every student which transmutes them to good citizens.

• Endorse and protect the privileges and autonomy of staff and students.

• Achieve academic excellence by endorsing teaching, research and integrity of staff

• Develop proficient aptitude through ability building ingenuities.

• Ensure fairness and transparency in organizational functioning.

• Provide consistent and dependable data for systematic functioning.

• Ensure equality and ethical values among students.

- Develop a dutiful culture among students to preserve the environment.

The college functions in specific verticals as detailed below, which is inclusive yet not exhaustive.

1. **Strategic Plan:**

Purpose

- To develop a holistic framework for the welfare of the institution's stakeholders
- To nurture students through dynamic & experiential learning by reinforcing values
- To support learning, research and skill development by strengthening physical facilities
- To focus on employability, entrepreneurship and skill development to aid students in achieving goals
- To upgrade faculty competency through capacity building activities and research
- To maintain sustainable financial status to ensure academic stability
- To augment administration, faculty and student connectivity

2. **Administration:**

Purpose

- To manage and supervise academic and administrative function of the institution
- To develop and revise policies & procedures
- To operationalize policies and implement strategic plans
- To ensure compliance with rules & regulations of Government, Statutory bodies and Regulatory bodies
- To guide, recognize and regulate on financial matters of the institution
- To have standards and evolving curriculum and teaching process respectively
- To provide safe, secure and eco-friendly campus
- To audit, evaluate and reassess the institutional activities

Scope: Stakeholders of the college List of Areas and their activities

- Policies and Procedures Governance - HR management, Academic Perspective, Infrastructure facilities, Decentralization, Collaboration, Consultancy, Admission, Research, Utilization of Academic support facilities, Finance, Audit, Student & Staff programmes, Welfare measures, Operation of councils & committees, Maintenance & replenishment, Examination, Audit & evaluation, Career & guidance.
- Controller of Examinations (COE) - BoS, Fee payment, Exam commencement, Question paper setting, Conduct of exams/supplementary exams, Malpractice

prevention, Evaluation/re- evaluation, Result declaration, Mark sheets and Degree certificates provision.

- Internal Quality Assurance Cell (IQAC) - Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system-student, Teachers, Employer & Alumni.

- Data Management - Student records, Staff records, Resources data, Infrastructure & facilities, Library and Admission. • Career Guidance & Counseling Cell for Placement, Innovation Incubation Centre, and Entrepreneurship development cell.

- Audit & Accreditation - Green audit, Academic & Administrative Audit, ISO, NAAC, AICTE & NIRF.

- Inclusive environment- Eco-friendly campus, Discrimination & Harassment free initiatives, Observing national/international days and festivals.

3. **Academics**

Purpose

- To provide student-centric Outcome Based Curriculum

- To expose students to research and technology to induce independent critical thinking

- To focus on prompting societal learning through social immersion activities

- To promote unified and need specific academic culture

 Scope: Students List of Activities

- Curriculum - Experiential/Participative Learning, Feedback system.

- Tutorial system - Bio-data, student activity records, Advance level/slow learners-methods to support learning, Problem solving, student performance appraisal.

- Academic flexibility - Eg: CBCS, Inter-disciplinary and Intra-disciplinary, Add-on courses.

- Use of ICT - E-resources, online evaluation - general awareness, LMS, Wi- Fi, Smart classrooms.

- Supplementary Enrichment Programmes - Trainings, Internships, Cross cutting programmes- Eg: Workshop/seminar/guest lectures/conference.

- Research - Funded Projects & Non-funded projects.

- Academic culture - Discrimination free campus & Gender equality and equity.

- TLP and Evaluation - Methods of delivery, work diary, feedback on teachers.

- Research f or Inter-disciplinary & inter-departmental activities, resource sharing, Innovative ecosystem, patency, innovation awards.

4.   **Admission**

Purpose

•   To attract student population from various geographical areas

•   To provide undivided merit based, fair and transparent admission

•   To support the increase in rate in higher education as a contribution to national development

•   To aid finance mobilization for institutional development Scope: Students and Management/Administration

List of Actions

•   Demand Ratio - Total number of candidate's registered, total number of candidates admitted

•   Enrolment - Enrolment percentage - Transfer students - Course transfer within college - Drop outs

•   Student diversity record (Regional/Nationality/Community/Religion/Minority)

•   Data of students - Differently challenged students - Sports person - Economically weaker students -Ex-service/military - Medium of instruction

5.   **Infrastructure & Facilities**

Purpose

•   To cope with the evolving needs of student-centric learning system

•   To foster the demands in research and career aspects

•   To provide supportive facilities to conduct academic and extra-curricular activities

•   To render safe and secure campus environment

Scope: Stakeholders and community

 List of Amenities

•   Physical facilities - Office, Blocks, Pathway & Pavement, Washrooms, Power room, water management, emergency exit & Fire safety.

•   Classrooms, Laboratories & Research Facilities

•   ICT infrastructure - eg: computers, Wi-Fi bandwidth, LAN, LMS, smart classroom, e- content development facility.

•   Library/Resource Facilities - Digital section, Books, Journals, Competitive exam section, Back volumes, Braille system, software, nature of automation and membership.

•   Sports and Cultural facilities - Indoor & out-door facilities- Games, yoga intra/inter-college cultural and sporting events.

- Maintenance & Replenishment - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.

- Facilities for energy and water conservation for Solar panels, solar grid tie, bio gas plant, battery powered vehicles, Rain water harvesting, charging pit, Bore well/open well recharge.

- Facilities for Waste Management - Solid & liquid wastes, e-waste, Waste recycling, water conservation, waste water recycling, Incinerator.

- Additional in-campus provisions - Cooperative store, Hostel for boys and girls & Food service centres and medical facilities.

- Facilities to support people with special needs, Ramp, Scribe, Differently-abled friendly washrooms, signboards, assistive tools.

6. **Student Support & Progression**

Purpose

- To equip the students with domain specific and non-domain specific skills

- To inculcate value system among students

- To support the students financially via scholarships

- To motivate and help in upward progression of students in career

- To nurture and transform the capacity of all students

- To develop facilities for bracing the needs of Special students Scope: Students

List of Activities

- Mentor-mentee system - Remedial Classes, counseling

- Grievance Redressal & Welfare measures - Grievance committee-sexual anti-harassment, ragging, financial support- scholarship, free ships, part-time campus job, insurance, medical assistance.

- Competency building programmes - Academic programmes (Seminars/workshop/guest lecture/conference & Advanced & Slow learner based supportive actions) - Linguistic developmentprogrammes -Competitive exam coaching (PGCET/ICET/JRF/NET/JAM...)

- Modules on Human Values - Value education, women studies, language classes, Gender equity club, community service-extension activity.

- Participatory Engagements in social immersion activities, Cultural activities,

Leisure/Clubs & Forum events & Publications - Student Magazines.

- Feedback system & student satisfactory survey - Curriculum enrichment, faculty capacity building and infrastructure & facilities.

- Alumni engagement o Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- Career building engagements - Career counselling, Skill trainings, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- Collaboration - Research, Internship & Inter-institutional activities.
- Students' performance (Curricular and extra-curricular activities) recognition of Regional/national/international level participation- Awards, rewards, certificates and medals.

7. **Recruitment, Career Progression & Capacity Building**

Purpose

- To appoint proficient and dedicated Faculty members and Support staff
- To improve learner centric teaching methods through trainings and orientations
- To support faculty members in meeting the needs of evolving education for upgrading curriculum
- To enhance staff capabilities for fostering students towards higher order thinking
- To upraise competency of faculties to meet technological & digital evolution in education
- To provide trainings, wellness programmes and welfare measures to boost the productivity of faculties and support staff

Scope: Faculty

List of Activities

- Career development programmes - Faculty Development Programmes, ICT Trainings, and Refresher courses & Skill Trainings.
- Yoga, wellness programmes & Welfare Measures - cultural & sporting activities, Loans, Maternity Leave, etc.
- Financial support - Conferences, workshops, trainings and membership fee for professional bodies.
- Teacher's day celebrations - Awards, Honouring the retired staff.
- Trainings for implementing new ICT concepts - In-house and out campus trainings.
- Aiding research, patency & consultancy activities- Seed money, Incentives for publications/
- Performance Appraisal - Incentives, salary increment, promotions

8. **Collaboration & Influence**

Purpose

- To diversify knowledge through Academia-Academia/Industry collaboration

- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership
- To take up social responsibility by sharing expertise with community

Scope: Faculty members, Support staff and students List of Activities: Consultancy

- Industry, start-ups, other educational institutions.
- Collaboration with National and International institutions and Industries - Corporate training, on-job trainings, internships, counselling, innovative practices, IPR, faculty/student exchange, research.
- Research Centres - Research, Problem identification and solving methods, techniques.
- Government Organizations o Trainings, Internships, Counseling & awareness programmes.
- Community- Skill development, Wellness assessment, Medical support, Awareness programmes.
- Innovative Ecosystem - Incubation Centre/start-ups,

9. **Financial Management**

Purpose

- To ensure adequate availability of finances
- To mobilize and utilize funds effectively and efficiently
- To maintain sustainable financial flow for concrete institutional development
- To prepare budget and analyze income & expenditure Scope: Planning, Allocation and Controlling Institutional Finances. List of Activities
- Review and decision making on fund mobilization
- Financial decisions and budget from each departments Budget & Expenditure for Infrastructure & Physical facilities - Academics (Eg: BOS, Lab, Seminars, etc.) - Students (Placement, trainings- soft skills, communication skills, life skills, technology trainings, scholarship/) - Administration (Aided and self-financing offices, audit)- Seed Money for Research - Faculty Development programmes - Maintenance - Stationeries for Salary & Contracts Equipment - Staff & student trainings - Cultural & Sports events - ICT (Hardware & Tools investment)

- Mobilization - Government Agencies (Infrastructure, research, etc.) – Non-governmental agencies - Individuals/ Alumni sponsors - Management - Consultancy - Incubation Center - Student Council & Department Association Admission.
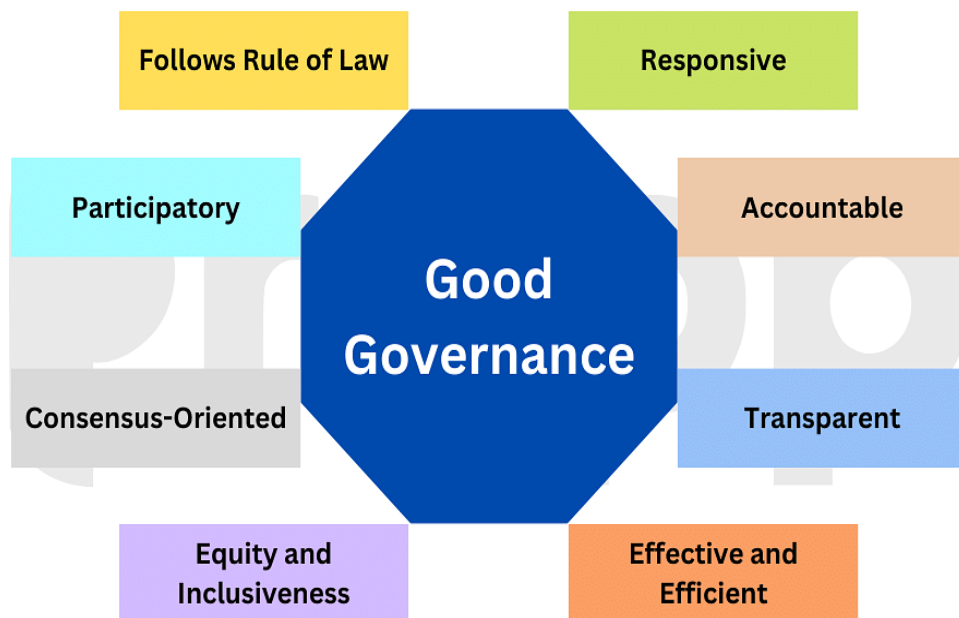
22. RESEARCH & DEVELOPMENT AND CONSULTANCY POLICY

Improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research & development (R&D) initiatives undertaken by our college is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this college should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities. To achieve the high-quality research ambience the following policies has been undertaken

Research Policy

Aims of the Research Policy

- The research policy of the college aims to create and support a research culture among its staff and students and leverage it for enriching and enhancing the professional competence of the faculty members;
- Developing and promoting scientific temper and research aptitudes of all learners;
- Realizing the vision and mission of the college and for contributing to national development by establishing an institutional fund approved by the management and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.
- It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations as well as to the established standards and norms relating to safe and ethical conduct of research.

Scope of the Research Policy:

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include

- All staff, temporary and permanent, who are active in teaching, research, administration and providing any form of support to the core functions of the college.
- All students registered with the college.
- All mentors, guides, external experts and sponsors associated with any of the research activities of the college.
- ll academic and administrative departments of the college.

This policy shall apply to all the research and related activities of the college and   for the purpose of this policy following research and related activities will be included

- Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems

- Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies

- Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum etc.

- Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;

- Research projects of students undertaken as part of the curriculum or for enriching it

- Publication, presentation and communication of the research outcomes and related activities

Objectives of the Research Policy

1. To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college

2. To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students

3. To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities

4. To provide a modality of for proper coordination of all research activities of the college and aligning these to the vision and mission of the college and national development goals.

5. To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported

6. To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities

7. To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations

8. To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects

9. To define enabling framework for researchers to obtain grants for research projects and which makes the participating researchers responsible for the successful implementation of the project

10. To develop and promote linkages with the Research Council of the affiliating University and enable all the researchers of the college to benefit from the activities and programmes of the council

11. To identify and establish linkages including MOUs for long term relationships with national and international research organisations for widening the scope of research opportunities and funding options available to the teachers and students of the college.

12. To identify and establish linkages including MOUs for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining grants.

13. To encourage and facilitate the publication of the research work/projects in reputed academic journals

14. To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures.

15. To compile data on all the research work/projects undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year

16. To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission;

17. To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research

18. To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications

19. To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

Composition of Research Committee

Research Committee will have the following composition

- Principal – Chairperson
- Coordinator – Senior Faculty
- Four teachers – Members
- Industry/Academia representative - Member
- Two student representatives – Members

Research Committee may be expanded with the inclusion of more members if necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.

Research Policy Implementation Mechanism

The Research Committee of the college shall be responsible for implementing this research policy of the college by working closely with the college vision. The specific roles and functions of the Board of Research Studies will be as follows:

- Facilitate the faculty in undertaking research and will work with the college to set up a research grants from the management for providing seed money
- Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
- Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
- Encourage the faculty to undertake research by collaborating with other research organizations / industry.
- Create suitable procedures for giving due recognition for guiding research.
- Facilitate the establishment of specific research units/ centres by funding agencies / university.
- Organise workshops/ training programmes / sensitization programmes to promote research culture on campus.
- Prepare budgets for supporting students' research projects.
- Invite industry to use the research facilities of the college and sponsor research projects.

- Approach National and international organizations such as UGC, DAE-BRNS, ICSSR, ICHR, ICPR, DST, DBT, NBHM, CSIR etc. to fund major and minor research projects undertaken by the faculty / students
- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- Facilitate Interdepartmental / interdisciplinary research projects.
- Institute research awards.
- Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Publicize the research expertise and consultancy capabilities available in the college.
- Facilitate the provision of consultancy services to industries / Government / Non- Government organizations / community/ public.
- Prepare Guidelines for design and evaluation of curriculum-oriented research projects
- Prepare a college research agenda with relative priorities.

B. POLICY FOR SEED MONEY FOR DEVELOPMENT OF RESEARCH

The best teaching colleges in the world have a strong research component. Relevant research projects provide a good opportunity for teachers to keep abreast of developments in their respective fields of competence and interest. Often, however, funds needed for research are not easily available, or have been applied for from funding agencies, but there is a delay in obtaining these funds. Sometimes there is need to support preliminary work that is expected to grow into a sizeable research project which will be submitted to an external funding organization later. For this research seed money is needed.

With a view to encourage our faculty to get involved in research along with their teaching, the management of Sri Padmavathi Women's Degree & PG College, TTD (A) College has formulated the following research funding policy. All are encouraged to benefit from the policy and bring out their best. The College will help the faculty proactively to prepare and submit proposals to funding agencies nationally and internationally. The maximum amount that may be dispersed as Seed money to a single Project is

1. Rs. 25,000 for Arts and Commerce Faculty.

2. Rs. 50,000 for Science Faculty (taking into account the cost of Lab materials and other Consumables as applicable).

For this purpose the college need to budget up to Rs. 5, 00,000 as Seed money for Research Projects of the Faculty.

C. CONSULTANCY POLICY

- The institution aims to be an entrepreneurial organization by providing consultancy services to client organisations. The College recognizes the consultancy carried out by the faculty as a core and valuable part of its function as an Autonomous institution and also as part of the 'Knowledge Transfer' in developing mutually beneficial relationships with commercial, public and other organizations. Therefore, the College has established its Consultancy Policy to support all staff in the delivery of approved consultancy.

- This policy is projected to provide a clear framework for faculty who wish to take up consultancy, either through College or in personal capacity. Consultancy includes the work extended by a faculty member of the college in their field of expertise for external clients, for which payment is usually made. The faculty members should take prior approval from the Head of the Institution to extend consultancy work and maintain the proper record in this regard. Personal Consultancy must be undertaken outside normal working hours of the college and should not hamper the regular teaching in the College.
  Some of the Consultancy services are mentioned below:

- External examiner

- Acting as an subject expert/University Nominee

- Delivering a special private/public lecture

- Production of Intellectual works such as books, articles and papers

- Editor of academic/research journals
- Serving on governmental or related committees
- Extension of research instrumentation
- Counsellors/Mentors for distance Learners
- Any other consultancy activity
- The College reserves the right to impose rejection on any consultancy proposed by the faculty. Any income generated from consultancy, approved by the college, may be used to develop the academic/research facilities in the concerned department.

23. WOMEN EMPOWERMENT POLICY

Introduction

Every citizen of the country, male and female, enjoys the right to education and employment in an environment of safety and security. The Constitution of India provides for "Gender Equality" and the "Right to life and liberty" to all persons under Articles 14, 19 and 21.It is thus the duty and mandate of every organization to provide maintenance of the fundamental rights to live and work with dignity for all employees: male and female. At the same time, persons sometimes face violations of their fundamental rights. This necessitates the establishment of safeguards to provide gender equality. Due to the historical reasons, working women, often face difficulties and challenges at the work place, thereby necessitating the need for protective measures that safeguard women's rights and safety.

Women Empowerment Policy of Sri Padmavathi Women's Degree & PG College is established with the motto of "***Towards Self Empowerment***". The Policy aims to 'empower women socially, economically, politically and legally with a focus on promoting self-esteem, self-reliant and self-confident'**.** It also creates a platform for girl students and faculty to enhance their understanding of issues related to women and to make the college campus a safe place for girls and women to address the practical issues related to their welfare and provoking equal opportunities in all the areas. Aiming at intellectual and social upliftment of the female students, the policy stands for facilitating women's empowerment through Invited Talks, seminars, Training Programmes, awareness programs and other welfare activities.

Vision of The Policy

To promote general well-being of female students, teaching and non-teaching women staff of the College and to provide and maintain a dignified, congenial working environment for women and enable them to explore their imminent potential in all aspects for being a successful women in society.

Mission of the Policy

To train women to acquire wide range of skills and knowledge and to develop and increase their social, economic and intellectual capacities for peace, security and prosperity of mankind.

Policy Objectives

- Identification of strong leadership, change-makers among women and girls and building their capacity.

- Mentoring women students on women specific issues with the help of woman cell.

- Creating an environment through awareness programmes to enable the students to realize their full potential for learning and solving their problems independently

- Arranging special sessions with the police and social activists for enabling the female students to be aware of several types of 'evil designs' by professional criminals for the worst type of exploitation taking the advantage of their innocence and gullibility.

- Involving social activists and Government officials to enlighten the students on human rights and fundamental freedom for equal rights and opportunities.

- Organizing debates and discussions on gender equality to enable the students to realize gender sensitization, thus leading to more equality and harmony in family and society.

- Development of vocational and technical skills among the women students by providing special training to enable them to become independent earners of their living.

- Organizing the exclusive health camps for women students by women doctors for free treatment of women-related health problems and conducting awareness programmes on the importance of sanitation, personal hygiene and prevention of seasonal diseases.

- To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job providers" rather than "job seekers".

Operational Guidelines:

In order to achieve the objectives the College shall:

- The women empowerment cell organizes and participates in seminars, workshops and addresses women issues and problems in the college.

- It also strives to provide platforms for women to share their experiences and views with regard to their status and challenges in the society and suggest ways to improve and empower themselves.

- Aiming at the intellectual and social upliftment of the female students, the Cell annually felicitates women who have achieved excellence in their fields and who have an impact in the society.

- In order to encourage and boost the confidence of the students, the Cell provides platforms for physical activity and self- defense training.
- To sensitize the Student Community on Eve-teasing, Violence against Women, harassment etc.
- To develop the Self-Confidence of women in building their Self-Identity.
- To instill the Entrepreneurial Attitude among the Girl Students.
- To provide psychological support for the Students lagging in Academic Performance.
- To counsel the Girls Students to overcome their Anxiety, Depression, Health issues and Psychological problems.
- To enhance their understanding of issues related to women in the Society and to face the challenges with great courage.

24.   POLICY ON THE IMPLEMENTATION OF VALUE ADDED COURSES

The UGC envisioned that the employability prospects of undergraduates would increase if they possessed additional skills to those attained through their core field of study. Therefore, SGS Arts College offers various Value Added courses, which, as the name suggests, allow students to implement degree programs with shorter, practical and industry-focused certificate programmes. These courses bridge the gap between the academic and industry needs and supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and talent. These courses strengthen the soft skills of students and enhance the career/ entrepreneurial opportunities of students beyond the boundaries of the curriculum.

Underpinning Principle:

As no curriculum can appropriately cover all areas of Relevance, the College creates an open learning environment for students to attend courses of an interdisciplinary nature or a course that adds value to the programme that they attend. The courses are offered to provide opportunities for students to extend their knowledge and skills by exploring other fields of study. The students are given a diverse range of courses on various concepts.

Courses offered by the College:

Value added courses are courses of varying durations which are optional and offered outside the curriculum that add value to the existing programme attended by the student and help students in getting placed.

Operational Guidelines

Separate committees are constituted for the implementation of Value Added courses. These committees are responsible for the timely dissemination of information about the courses among students, their enrolment, implementation and evaluation in consultation with the IQAC of the college.

Value Addition Courses

The department/ Centre that wishes to implement/ run any such course should strictly adhere to the following guidelines prepared by the Curriculum Enrichment Committee and the IQAC of the Institution.

- It is strongly recommended that all departments start/run at least one course in an academic year that meets global and local demands.

- The courses may be either open to all the students of the college or the students

of the department, depending on the nature of the course.

- The Department Heads may take the initiative to identify the course in consultation with other faculty members and entrust a lecturer as the coordinator for the course for an academic year.

  Once this is done, the coordinator shall be given the Entire responsibility of running the course as per the guidelines.

- Individual lecturers or coordinators of committees may also take the initiative of starting a course of interest to them.

- These courses may be designed and run entirely by a Centre / department / committee either independently or in collaboration with refuted institutions outside the college. However, the coordinator owns the responsibility for the successful implementation and completion of the course for an academic year.

Guidelines

A Value added certificate course must be completed within a period of six months. It must have a minimum of 30 hour (theory and Practical inclusive) schedule and can be run twice a year, if possible, on demand.

- Class strength in between 30 to 50 is recommended for any such course. However, a course may be run with a student's strength less than 50, provided it is financially viable.

- The faculty member coordinating the course must submit a written proposal to the Curriculum Enrichment Committee at least one month prior to the intended date of commencement of the course

The Proposal should consist of:

- The title of the proposed course.

- Course conducted by: Name of Department/Committee.

- Name and designation of the coordinator.

- A detailed syllabus indicating the objectives and expected learning outcomes of the course, modules with number of teaching hours for each, mode of evaluation and a list of reference or study material.

- Course See (an amount that can cover all the expenses of the course such as remuneration of resource persons, course material/certificate printing charges, etc.).

- The details of the collaboration, if applicable, with an external institution/ organization.

- The number of participants expected for the course.

- A Proposed course schedule (specify the start date, end date, scheduled days of the week and the number of teaching hours Per week).

- The coordinator shall announce the course three weeks prior to the date of commencement of the course and a Prospectus/brochure must be released to the students with all relevant details of the course.

- The Course may have a formal inauguration and an initiation session for students (optional).

- Documents pertaining to the attendance of students and faculty, assessments and evaluation and expenses occurred should be maintained.

- A feedback analysis must be conducted at the end of each course.

- The Curriculum Enrichment Committee will design a template for the Course Certificate and the Marks Card (different for Certificate and Diploma courses) to ensure unity of design across all such courses offered by the college.

- The Certificates will be awarded by the College for the courses sanctioned under the monitoring of the Curriculum Enrichment Committee.

VALUE ADDED PROGRAM

25. ANTI DRUG POLICY

Sri Padmavathi Women's Degree & PG College, TTDs,(A) Tirupati has the responsibility to maintain an environment conducive to teaching and learning. The Collegerecognizes that the Use and abuse of drugs and other banned substances may interfere with student's educational goals and also may interfere with the education environment in the college campus. Therefore, the college has a stringent policy governing the use of alcohol and other drugs. The said policy is applicable to the already studying aswell as new inducted students.

Drug (substance) abuse has become a worldwide menace. No part of the world is free from the curse of drug addiction. Drug abuse has emerged as a serious concern, adversely affecting the physical and socio-economic well-being of the country. It has enormous presence on public health across various sections of society. The epidemic of drug abuse in younger generation has assumed alarming dimensions in India. The stress and strain of the modern-day life has rendered the individual more vulnerable to the problem of substance abuse. Addiction to alcohol/drugs not only affects the individual involved, but also the family and society at large.

Recognizing the seriousness of the multi-faceted implications of the incidence of substance abuse in the country, the Ministry of Social Justice and Empowerment has been implementing the scheme of prevention of alcoholism and substance abuse through the National Action Plan on Drug Demand Reduction. It provides a host of services, including awareness generation, counseling, treatment and rehabilitation of dependents (addicts). The programme emphasizes on a community-based prevention approach through educational programmes and services for drug dependent persons and their caregivers.

The students as per this policy are directed to adhere strictly to the specific norms as stated below. This policy is a part and parcel of the rules and regulations of the college.

1. The purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on College campus.
2. Under suspicious circumstances, the students may be tested at random for substance abuse at any point of time during their stay on campus.
3. If any student of College is found under the influence/ possession of alcohol or

illegal/banned drugs/substances or if found distributing the same or is caught smoking cigarette in the college campuses or training sites or at anyof the College sponsored students' events, conferences and activities; it could potentially lead to termination of student from rolls of the college.

26. INFRASTRUCTURE POLICY

Introduction:

Sri Padmavathi Women's Degree & PG College, TTD (A) is committed to provide best in infrastructure and other functional spaces to ensure that the infrastructure meets and exceeds the requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality. This policy for Infrastructure Management of the college has been formulated for planning infrastructure through need analysis considering the guidelines of statutory bodies and developments in technology including educational technology; procurement of infrastructure ensuring its quality and cost of up gradation from time to time; proper accounting and safe guarding by putting inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including Annual Maintenance Contracts; Insurance against damage and theft and writing off of obsolete equipment.

Sri Padmavathi Women's Degree & PG College (Autonomous) believes that appropriate equipment and its maintenance and upkeep are essential for quality academics and efficient administration. A comprehensive Policy for Infrastructure Management has therefore been prepared and implemented.

Creation of infrastructure:

To ensure the adequacy of the infrastructure including land, building, equipment, computer hardware and software, the norms of the statutory bodies with regard to resource requirements shall be adhered to:

- At time of starting new program or a new course, the concerned department shall prepare a proposal for the governing Body.

- The proposal, in addition to many other aspects will specify the resource requirements and

- Their adequacy for starting a program or course or for the addition in intake.

Enhancement of infrastructure:

The College and all its faculties/departments shall regularly enhance infrastructure by modernization and removal of obsolescence keeping in view the development of technology and advancement in teaching learning process, needs of the new program and new initiatives.

Purpose of this Policy:

❖ To provide adequate infrastructure to the Sri Padmavathi Women's Degree & PG College

TTD,(Autonomous).

❖ To devise a mechanism through which infrastructure is purchased in an efficient and transparent manner.

As per the rules and policies of the TTD Colleges, all the Departments have fair opportunity to develop physical infrastructure, academic and support facilities like auditoriums, laboratories, library, Sports complex's, Computers, Digital Classrooms etc.

The Major Infrastructural Policy:

Infrastructure development policy is to ensure quality and excellence in global standards by providing the up-to date infrastructure facilities such as clean, quiet, safe college and Hostel buildings, classrooms, lab equipment, and virtual classrooms for effective and efficient teaching-learning process.

The infrastructure provided includes the following

1. **Land**

Land is the basic requirement for providing any infrastructure and hence the policy, ever since the institution was started to provide sufficient land, not only meet the present requirement but to cater to the requirement of future expansion in years to come on long run.

2. **Class rooms including smart classrooms**

Majority of the time the students are going to spend their time in the classrooms and hence, the policy is to have spacious, well ventilated, provided with comfortable furniture, ceiling fans and with teaching aids like black board, LCD Projector, internet and Wi-Fi facility.

3. **ICT Class Rooms**

Innovative and responsive curriculum and Pedagogy, that the institution must ensure optimal teaching learning environment for upgrading the status of the education. The integration of information and communication teaching and learning provides better chances for teachers and students to work better in current scenario of education. ICT tools used for effective teaching-learning process.

4. Laboratories

Laboratories in college support experiments so that practical knowledge can be expanded. The learning opportunities for students can be maximized with the modern labs. With regard to laboratories, the policy is to have the state-of-the-art laboratory facility separately for UG and PG Students, which are upgraded based on the revision of syllabus from time to time.The equipment, instruments and other facilities will not only the basic knowledge, but also advanced aspects. The laboratories also serve the research and consultancy activities along with students' project works and faculties Ph.D. activities.

5. Central and Departmental Libraries

The college library is an invaluable resource hub and an intellectual heaven for higher- education students. Library, which is upgraded on continuous basis with books, journals and proceedings including E-books & Journals, is the heart of any educational institution to promote academics and research of students and faculty and hence utmost care is taken in designing the building having sufficient pace for all activities including reading rooms, computers for e- learning, etc. and provided all facilities with sufficient recurring funds.

6. Research & Development

Sri Padmavathi Women's Degree & PG College, believes that the real progress of any educational institution can be measured with the research and development activity. Therefore, research and development facilities like library, laboratory equipment, consumables, etc. are provided in each department for the students and faculty.

7. Innovation Centre

The management believes that the mantra to excel in academics is innovation and hence adequate facilities are provided and upgraded on regular basis to encourage innovation in all fields by faculty and students. The challenges we face are becoming more complex, and academic institutions are recognizing the power of crossing traditional academic lines to best respond. This recognition is fuelling the creation of innovation centers that drive cross- pollination and fuse creative fields like computer science, and others to expand potential for developing new products and real-world applications.

8. Bank

Banking requirements are essential requirements for carrying out various financial Transactions for the management, students and staff and hence facelifts are provided to a bank to house their branch in the campus.

9. ATM

Handling of money like withdrawing and depositing any time during the day without depending on the banking hours is a great resource. The students and staff need not move out of the campus to meet all their banking requirements.

10. Seminar Halls

In addition to the academics, the students and faculty are encouraged to conduct and participate in co-curricular activities like conferences, seminars, workshops, Student Development Programs (Skill Programmes) very frequently and hence Seminar room of ample capacity with modern facilities like, public address systems, air- conditioning, comfortable seating facility, etc. in the departments and as central facilities are made available.

11. College Canteen

People with empty stomach cannot discharge their duties and hence canteen(s) with variety food, beverages, fruits and desserts at subsidized rates will go a long way in the performance of the students and faculty.

12. Botanical Garden:

A botanical garden or botanic garden is a garden with a documented collection of living plants for the purpose of scientific research, conservation, display, and education. It is their mandate as a botanical garden that plants are labeled with their botanical names.

13. Divyangjan facility

Creating an inclusive culture to avoid discrimination & exploitation of disabled students and staff. Providing the disabled equal opportunities for development.

14. Open air Auditorium

The open-air Auditorium situated at the back of the academic building and hosts cultural as well as academic events throughout the session. It also acts as a discussion point for students residing in the two hostels. The semi-circular structure gives a beautiful environment for an array of student activities.

15. **Faculty chambers/cabins**

Faculty requires privacy during the non-class hours for preparing for the classes, carrying out research and student counseling consultancy activities, development for the laboratories, discussing with students, interacting with parents, etc. and hence, faculty cabins with computer and internet facilities are provided along with good furniture. These also serve the purpose of storing their reading materials and other things required by the department.

16. **Washrooms**

Attend to the nature's calls being an absolute essential requirement, clean and tidy wash rooms of adequate numbers in close proximity to their work with adequate water, separate for gents and ladies are vital

17. **RO Drinking water**

Many of the health disorders are drinking water related. To keep away from such issues purifies, clean, cool and wholesome drinking water of adequate quantity is provided in each floor.

18. **Internet facility**

With the click of a button gamut of information can be accessed with Internet. So, it has become an important to have internet facility of high speed for students and faculty to gain knowledge related to all the activities of their interest.

19. **Common Rooms**

It is essential that the lady faculty and students, irrespective of their number, are endowed with separate rooms with absolute privacy and other facilities and hence believed to be a priority infrastructure and provided.

20. **Students' activity Centre**

Recreation refreshes the mind and hence helps to enhance their performance. Different art, cultural and technical events and activities are essential. These activates also bring out hidden talents of students in various fields.

21. **Sports & Gym**

The saying "Healthy mined in a health body" can be fulfilled by physical activities like sports, games, athletics and gym. This facility under able guidance helps to d e v e l o p State and national talent amongst the students and faculty.

Believing this principle, Degree colleges has provided vary high quality facilities for various games, sports and gym in the campus with qualified and experienced Physical Directors.

22. Medical facilities

Medical requirements are likely to arise for the students and staff while in the TTD Medical Centre. Very well understanding this requirement, ambulance facelifts and medical facilities are made available backside of TTD Administrative Block.

23. Electricity & Power Back-up

Electricity is the basic requirement for any activity in the modern world and hence adequate power supply with sufficient back-up arrangement with generators is provided.

24. Hostel

Home away from home is hostel. Therefore, hostel with excellent facilities are provided abetting the campus. The facilities include tasty and hygienic food of student's choice, purified drinking water, internet, hot water, etc. are provided. The facilities and the care given to the students prevent them from becoming homesick also.

25. Green Campus

Maintenance of a clean and green environment in and around the campus by placing of waste disposal bins at strategic points and maintaining a green topiary.

26. National Cadet Corps

To develop qualities of character, courage, commandership, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and the ideals of selfless service among the youth to make them useful citizen. Sri Padmavathi Women's Degree & PG College are active, their services provided to TTD Events also. Make strengthen in NCC

27. NSS

Active student participation in community service and development activities in all TTD Colleges. The Contribution and Commitment of the NSS volunteers is projected through various programs such as Blood Donation Camp, HIV Awareness, Slums Development, Navaratri Brahmotsavam Festival and more. The unit also organizes special camps in nearby villages like Health Camp and Clean & Green programmes and more services provided to society.

28. Safety measures

For the safety purpose of students' presence of fire extinguisher are also required and are present in all our Sri Padmavathi Women's Degree & PG College.

29. Surveillance &Vigilance

The institutions required the establishment of CCTV cameras for the maintenance of proper administration and discipline of students by the management and higher authorities. The cameras are also established in our college.

30. Clean & Renewable energy

It is also suggested to make use of clean renewable energy like solar energy as the panels are established in our college.

Girls Hostel

SPW Degree College has an in-campus Girls Hostel within its campus to accommodate female students only who come from the different parts of the Andhra Pradesh. The Girls Hostel provides accommodation for one thousand students, with seats divided across various semesters of the different courses offered by the College. The fully Free meals enabled Hostel has furnished rooms, separate dining hall, common room and lawns attached to its premises.

Procedure for utilization of facilities:

The decisions in respect to the proposals for initiating new programs or activities in the College are taken in the staff council meetings. The decisions are then taken to the Governing Body for approval. The timetable committees evaluate the possibilities of rational and optimal use of the time and space available. Rooms of different sizes are allotted in accordance with the size of the classes. They make recommendations periodically about the need for expanding the existing space, remodeling or re-using the existing space. Further, suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co- and extra- curricular activities.

27. ACADEMIC AUDIT POLICY

Purpose:

The National Assessment and Accreditation Council (NAAC) assesses the performance of higher educational institutions in India, award quality certificates and ensures that colleges are offering top class education for the students in all aspects of higher learning institutions including infrastructure, teaching and learning processes, research activities, governance and more. Under this, the NAAC expects colleges to sign on an Academic and Administrative Audit in which the colleges have to asses and monitor their processes with a well-planned system of internal and external reviews.

The purpose of the academic audit is to evaluate the performance of various departments of a college, appreciate their achievements, give suggestions for further improvement of the quality of teaching learning, research, administration, curricular, co-curricular and extra –curricular activities.

In order to bring new academic reforms and keep track of the progress and support reforms of the Higher Educational Institutes, implementation of Academic and Administrative Audit of colleges has become an important aspect. It reveals institution's advantages, disadvantages, possibilities and challenges. It also promotes organizational and academic rigor.

Academic Audit:

Academic Audit (previously termed Internal Audit) is an additional scrutiny that refers to a scientific and systematic method of reviewing the quality of education in an institute.

Administrative Audit:

Administrative Audit can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. The aim of this audit is to assess policies, strategies, operations, and functions of the various administrative departments, control of the overall administrative systems etc.

Objectives of Academic Audit

The major objectives of Academic and Administrative Audit are:

-It helps in clarifying the roles and responsibilities of the teachers and thus avoids conflicts.
-It ensures effective use of available institutional resources.

-It facilitates educational quality improvement practices.

Functions of Academic Audit

- The Academic Audit Committee is constituted (appointed by the principal) and assigned the task of assessing the performance of all academic units of the Institution.

- The committee gives valuable suggestions required to the units to achieve remarkable academic standards.

- It monitors the academic activities of all the Departments.

- It facilitates the creation of a learner-centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.

- It arranges feedback response templates to collect feedback from students, parents and other stakeholders on quality-related institutional processes.

- It disseminates information on various quality parameters of higher education.

- It organizes periodical meetings to assess the effectiveness of teaching and discuss the improvements to be made in the curricular and co-curricular aspects.

- The committee will schedule and supervise academics across all departments and ensure that academic audit reports are submitted to the Principal in a stipulated time.

- It will introduce innovations in Teaching, Learning and Evaluation practices.

- It introduces the additional infrastructural facilities required to strengthen the departments for the changing needs, curriculum revision of introduction of new disciplines.

- In addition to the above, the committee is expected to take up any suggestions put forward in the academic and administrative audit taken up by the inspection committees, including the UGC, University concerned and such other bodies apart from private/corporate institutions like ISO.

Advantages of Academic Audit

Advantages of Academic Audit for students:

- It offers better education for the students.

- The college earns global recognition offering better opportunities.

- Excellent teaching faculty.

- Access to research facilities, works shops and programmes.
- Major focus on building skills and achieving goals.

Advantages of Academic Audit for faculty:

- Teachers are clear about their responsibilities.
- It reduces the unnecessary work load on teachers
- It helps them to focus on students learning and development.

Process of Academic Audit

a) **Internal Academic Audit:**

Internal Audit is to be conducted at regular intervals to review the programs and activities at the department level and the institution as a whole.

- Internal Academic Audit will be conducted by the Chairman along with the team constituted by the Principal of the college.
- There will be at least two internal audits per academic year. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Principal.
- The internal audit will primarily focus on the parameters as defined by the seven criteria prescribed by NAAC. The college has adopted the NAAC Criteria as a basis for evaluating the academic processes and quality. The college may also include other parameters for audit as decided by the IQAC and the Chairman.
- The internal audit report shall necessarily make recommendations for improvement in parameters as relevant. The report shall be submitted to the principal. The principal shall place the Audit Report along with the Action Taken Report (ATR) before the IQAC for its implementation.

b). **External Academic Audit**

- External Academic Audit will be conducted by a team of Eminent Academicians from other institutions of repute or experts who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies.
- There will be at least one external audit every two academic years.

- The external audit may focus on parameters for audit as recommended by the Vice Chancellor. The auditors will have the liberty to include additional parameters independently, with a focus to enhance the quality of the ongoing academic processes of the college.

- The external audit report shall be submitted to the principal. The principal shall place the External Audit Report along with the Action Taken Report (ATR) before the IQAC Academic Council for its execution.

Methodology:

i. **Internal Academic Audit**

- The Chairman of Academic Audit in consultation with the Principal and IQAC shall fix the schedules for the academic audit of the departments of the college. This schedule will be circulated to all Heads of the Departments.

- Typically, the academic audit process must be conducted once every semester and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the principal.

- The specified pro-forma for the academic audit (Annexure to this policy) shall be developed by IQAC and approved by principal. The same shall be communicated to all Heads of the Departments at least a month before the commencement of the internal audit.

- The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be the main focus areas of the internal audit. Annexure I –VII provide the pro forma to be used

- For the internal academic audit. Additionally, the IQAC in consultation with the Heads of the Departments may provide other parameters and relevant pro forma for the internal audit.

- The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the principal within two weeks of completion of the internal audit of the concerned department.

External Academic Audit

- The Chairman in consultation with the principal and IQAC shall recommend suitable eminent academician for the conduct of the external academic audit. The principal shall make the final decision on the choice of the Peer Team to conduct the academic audit.

- The external academic audit must be conducted at least once in two academic years.

- The Peer Team in consultation with the IQAC and the chairman prepare the scope of work for the academic audit.

- The details of the external academic audit and the corresponding schedules shall be finalized with the principal. The same shall be communicated to all Heads of the Departments at least two weeks before the commencement of the External Audit.

The Audit Team shall prepare a detailed audit report and submit the same to the Principal within two weeks of completion of the external audit

Scope of the Academic Audit:

The Internal, the External as well as the Peer Team would conduct the academic & administrative audit on the following parameters:

1. Curriculum

   - Evaluate curriculum design and review mechanisms
   - Standards of curriculum
   - Conformity to National and Global standards
   - Synchronization with OBE and CBCS philosophies

2. Teaching

   - Pedagogy of teaching – methodology
   - Instructional design – methodologies
   - . Instruments and tools of learning
   - ICT or audio-visual aids

- Usage of kits, labs, models

- Compliance to Class Schedules

- Quality of Guidance/Counseling/Supervision/Mentoring

3. Learning

- Methods for learning

- Learning resources-books, notes, kits, SLMs

- Policies & Programs for Slow, Average and Advanced Learners

- Group dynamics and Projects

- Experiential learning/field visits

- Testing for the Learning Outcomes

4. Evaluation

- Good system of evaluation

- Transparency / confidentiality

- Question banks

- Surprise tests

- Evaluation of Non-Teaching Credit Courses (NTCC)

- Rubrics of Evaluation

- Automation of Examination process

- Innovative practices / reforms

- Detection and handling of malpractices

- UG/PG admission statistics

- UG/PG examination statistics

5. Research

- Provision, promotion for faculty to undertake research

- Facilities, motivation, resources

- Incentives / expenditure / encouragement

- Output quantity / quality

- Applied or Developmental Research

- Students' participation in research

6. Consultancy

- Provision, promotion for faculty to undertake Consultancy
- Facilities, motivation, resources and Coaching for Consultancy
- Incentives / expenditure / Consultancy Policy
- Output quantity / quality of Consulting Projects
- Involvement and usage of University Resources
- Brand name development of the University

7. Extension Services

- Collective activity with teachers & students
- Useful to community, industry and disadvantaged section of the society
- Awards and recognitions
- Impact on community
- Partnership with local units/industries
- Partnership with other colleges
- Joint ventures – NGOs / Govt. Bodies

8. Infrastructure

- Adequacy of classrooms, furniture, space
- Faculty seating
- Office space – structure – plan
- Director/Dean - Offices
- Office equipment, consumables
- Labs, equipment, models, kits

9. Library

- Number of books as per Regulatory norms / e-resources
- Services, awareness, tests, visibility
- Special collections, need-based collections
- Book selection process
- Library usage: Faculty and Students

10. Students' Progression

- Results and marks

- Ranks

- Dropout rates

- Progression to Higher Education/Employment

- Progression to Civil Services/Armed Forces

- Alumni Statistics

11. Governance and Leadership

- Management

- Decentralization of power

- Quality of leadership team

- Board Governance

- Grievance redressal mechanism

- Court cases (if any)

12. Administrative Processes

- Upkeep and Maintenance of Campus

- Delegation of Authority Matrix

- Financial Processes

- Human Resource Processes

- IT Processes

The AAA report of external agency shall be both diagnostic as well as prescriptive in nature.

Academic Audit Committee Evaluation

After the self-study report is created for every department, the documents and evidences about claims mentioned in the report are attached. Then the internal audit team will evaluate it. After the report is assessed by the internal audit team, they will make their own report based on their observations (Identified short comings, lapses, etc of the departments to be fulfilled and rectified in given time) and submit it to the Principal. The Principal carefully

evaluates the entire report and then it will go to the IQAC for implementing the recommendations, suggestions, and ideas in the stipulated time.

The IQAC team will go through the suggestions and ideas of the internal audit team and then implement them in the self study report.

In this way, by undertaking the academic audit, and implementing the IQAC team, the institutes can maintain the highest quality of education regularly. As per the NAAC, the colleges should conduct the internal audit regularly.

Thus the Academic Audit which requires a lot of work and cooperation from all the departments, plays a key role in the institute for the all round development of the entire institute.